Getting Acquainted

PROMAS can be licensed and run on-premises on a stand-alone computer or an in-house network, or leased and run in the cloud using a remote desktop connection.

PROMAS - The Professional Landlord was developed drawing on more than twenty years experience with property mangement software. You will be **Getting Acquainted** with an integrated application with features that will free up your time and increase your productivity. **The Professional Landlord** was developed for professional property managers and investors. It offers easy access to transactions; reports that are comprehensive; statements that owners can easily understand; detailed financial reporting; and owner and tenant portals to view statements, documents and activity.

The Professional Landlord consists of a number of integrated modules - Profiles, Receivables, Payables, General Ledger, Reports, Mailings, Setup, Help, Maintenance (optional), Commercial (optional), PROMAS Central (optional). Information entered through the Setup and Profile menus controls the handling of accounts, the processing of transactions, and the preparation of reports.

We have done our best to design a product that is easy to learn and and easy to use. The on-line help is very detailed. It will familiarize you with the workings of the program; its definitions and its terminology.

The Professional Landlord is capable of handling an unlimited number of owners, properties, units and tenants, including multiple owners per property and multiple tenants per unit. The licensing agreement sets the limit on the number of units. The full functionality of the program is available regardless of the number of units licensed. The basic program is the same for everyone. Increasing the unit license limit is done by placing a call to our support group who will provide codes to make the change.

We have made a conscious effort to minimize the use of cryptic codes and to mask the accounting details from the user. Instead of “debit ledger 1010” and “credit ledger 4063” the user deals with a tenant payment for rent and late fees or a check to a vendor for plumbing. It is equally useable both for the experienced accounting person and the accounting challenged person who wants the program to handle the debit/credit details for them.

The program is very flexible in the design of statements, letters, management fees and late fee structures. In most cases, you will be able to define them to your exact operational needs. In addition, all of the “batch” postings (charge rents, late fees, invoice checks, distribution checks, etc.) produce “candidates” that you can edit prior to posting - thus minimizing the need to fix unnecessary postings later.

This guide will take you through some of the modules and functions that comprise **The Professional Landlord** rental software. Our intent is to let you get acquainted with how the system is structured and hopefully convince you that this is the package you should choose for managing rental units whether for your clients or for yourself.

What you have downloaded or we have sent you on CD is a current release. The maintenance module, which is optional, is enabled. The commercial module, which is optional, is not enabled - if you want to have it enabled call our support number (800-397-1499). Contact us if you would like an on-line demo.

The last page of this manual has instructions on how to register; how to get started using the Practice Demonstration database to begin entering your data; and how to contact us if you have questions.

To Purchase PROMAS Professional Landlord

All it takes is a phone call to 800-397-1499 or 703-255-1400.

The demo is the real program. When you are ready to purchase, all you have to do is call us and register to license the program.

SUPPORT

When you purchase The Professional Landlord license it entitles you to a 6 month subscription agreement free telephone support and any upgrades that we release during that time period.

After the initial agreement, annual subscription agreements are available for a reasonable fee which includes all upgrades released while the support agreement is in effect, and toll free telephone support.

Subscription is included for users who lease and run in the Cloud.

WARRRANTY

The Professional Landlord license comes with a 60 day money back guarantee.

UPDATING DEMO

If it has been some time since you installed the demo, you may want to download the most recent release of The Professional Landlord from our web page.

http://www.promas.com

Click Request Demo, fill in the form, Submit, then download and install

file LL12.exe and LL12_Demo.exe.

UPDATES

If you are a current user, do not download the demo but use your password to go to the update page and download the update.

INSTALLATION

Equipment Requirements:

This software requires Windows 7 or Windows 8 operating system. Any computer built within the last 8 years, that meets the operating system requirements, is sufficient to run PROMAS.

The PROMAS Landlord Software Center
311D Maple Avenue West
Vienna, VA 22180
Sales 888-591-5179
Support 800-397-1499
Fax 703-255-9172
email: Sales@promas.com
Homepage: www.promas.com

Contents

Overview 5
Logon 6
Main Menu / Taskbar 7
Taskbar / Menu Functions 8
Navigating 12
Profiles 14
- Owner 15
- Property 17
- Management Group 18
- Tenant 19
- Cross Reference 21
- Notes 21

AR - Receivables 22
- Scheduled Receivables 24
- Receipts 25
- Tenant Moveout 26

AP - Payables 27
- Invoice History 28
- Scheduled Payables 28
- Write Checks 29

GL - General Ledger 31
- Reconcile Bank Account 33

Maintenance 34
Reports 35
Mailings 36
Internet Publishing / PROMAS Central 38
Summary 40
Registering 41
Getting Started 41

What sets us apart

Transaction Accessibility

Tenant History, Receipt History, General Ledger History, Bank Account History, Invoice History, Check History, Vendor History - these are not reports but recorded transactions that can be viewed, edited, filtered, voided, NSFed and reversed. Highlighting a receipt or a check shows what was paid for or paid off. Editing a deposit shows what receipts were in the deposit.

Controlled Automatic Postings

Rent charges, Late Fee charges, Owner Distribution checks (including ACH), Invoice checks, Recurring checks/invoices, Rent Increases automatically post through the date you select. Prior to posting the "candidates" are displayed along with sufficient data to determine if amounts should be edited or line items skipped.

Common Sense Owner Statements

Ten different body styles; selectable information before and after the body; your choice of column labels, title and balance presentation. Every owner can have a unique statement. Single unit owners, multiple property owners, shared ownership - they all get what best suits their needs.

Owner and Tenant Portals for Statements and Documents

Upload owner statements, documents and activity for the owner to view and print thru a secure logon. You can do the same for tenants. Email notification to owners with link to the statement.

Extensive Profile Information

Part-time owner addresses; normal, part-time, emergency phone numbers; foreign address and phone number accommodation; formal/informal salutations for correspondence; alternate owner check address; scheduled notes; owner statements and distribution checks; unlimited add-to information including documents, pictures, scanned documents can be attached; user defined reminders; alert information for invoices, receipts, work orders and move outs; mail merge to Microsoft Word.

Comprehensive Delinquent Tenant Handling

The Late Fee profile sets the parameters. Every tenant can be handled as you want. A grace period, fixed/percentage/per day (or combination) fee based on any combination of rent and other charges determines the candidates. Candidate data includes balance due, balance late, days late, times late, last date charged, last amount charged and basis for the candidate charge. You can edit the amount or skip prior to posting.

The suggested notice letter (one of four) for each candidate is based on the number of days late. Letter content is customizable per tenant.

Management Company Fee Recordkeeping

Fees that are due to the Management Company are recorded in the Management Group ledger. These include management fees on rent, leasing fees, late fees, NSF check fees, application fees - all fees that are charged to the owner or received directly from the tenant. Detailed or summary statements can be printed for any time period. Checks can be written for undisbursed fees at your discretion. You have the same control over this important area as you do with owner accounts.

Overview and Definitions

Using **PROMAS - The Professional Landlord** involves setting up the accounting and processing parameters found in the Setup functions and then entering the information about your owners, properties, units, tenants and vendors in the Profile functions.

With this base of information in place, you will charge the tenants rent. When the tenants make payments (check, direct debit, on-line) you will record them. As you receive invoices you will enter the information so they can be paid. You will write checks for what you owe. You will record all the financial transactions that take place so the financial and management reports can be produced as needed.

To assist in managing, **The Professional Landlord** lets you prepare statements that can be available via an on-line owner portal, financial reports and letters to go to owners and tenants; keeps track of ledger balances for owners and properties, and maintains the specifics of what the tenant has paid and still owes; records information about your vendors and the work they have performed; prints numerous reports that keep track of what was done; and helps in the decision making process.

The Professional Landlord is the information center for managing your rental units.

DEFINITIONS

Unit - The unit is the rentable entity that you are managing. A unit can be a house, condo, apartment unit, office, self storage unit, parking place, etc. A unit is linked to either an owner ledger or a property ledger.

Owner - An owner is a person or entity who owns a share in one or more units. Owners can have on-line acctss to statements, document and activity via an on-line portal (PROMAS Central).

Property - The property profile serves a dual purpose. It allows for more than one owner to share ownership of a unit, and allows multi-unit properties with like ownership to be separated financially. The property level is optional for an owner with one or more single family units.

Tenant - A tenant is a person or organization who may be responsible for paying rent for a unit. A unit may have multiple tenants. Each tenant has his own profile where you define rent amounts for which he is responsible. Future and past tenants are kept in the database for purposes of receiving money owed, refunding security deposits and retaining access to their transaction history. Tenants can have on-line access to statements, activity, making payments via a tenant portal (PROMAS Central).

Management Group - The management group is a ledger just like an owner or property. In a fee-based environment, the management group is the recipient of all fees collected from owners and properties. Checks to the company are written from the management group ledger. Non fee-based operations generally do not use the management group ledger.

Ledger - A ledger is maintained for each owner, each property, and each management group. All transactions are maintained by ledger.

Posting - Posting is the process of recording the information you have entered plus recording all the associated transactions that the information generates. For example, when a tenant's check is returned for insufficient funds, you would mark that payment as an NSF. When you click the Post button, the tenant's payment is reversed, the receipt to the owner ledger is reversed; a fee may be charged to the tenant; a bank service fee may be charged to the management group or owner.

Note: *Terminology used by property managers in different parts of the country may not be the same. Accountants and office personnel may not use the same words. The key to a good system is to make it understandable and useable for all parties. We think we have accomplished that. If in fact we did, you will find that out by reviewing* **The Professional Landlord**.

Logon to a PROMAS Database

This manual, in conjunction with a current Rental Demonstration database, can provide an insight into the basic workings of the **The Professional Landlord** program for someone interested in purchasing and is also useful as an initial orientation for a new employee.

When the program was installed, the Rental Demonstration database containing sample records was installed.

Follow the instructions below to get to the Logon screen.

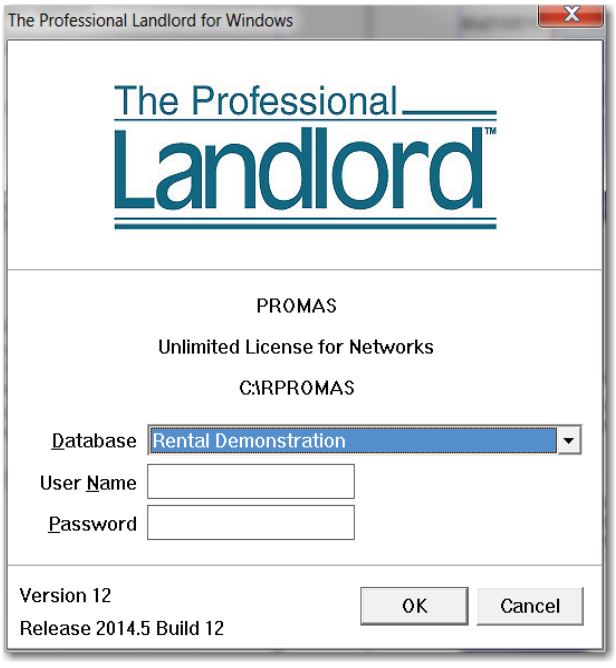
Logon - Windows 7 or Windows 8

To launch the application either click the shortcut icon put on the desktop by the installation program or click the Start Button. Select Programs, then select The Professional Landlord and click on **The Professional Landlord**. For Windows 7/8 and Vista, right click on the icon and select "Run as Administrator".

Logon Screen

The Demonstration Software is shipped with three databases.

- **System Security** - is used to register when you are ready to purchase **The Professional Landlord** and to set up security after purchase. Access to System Security requires a password. The initial password is provided by Customer Support when you register the software.
- **Rental Demonstration** - is a database used in conjunction with this Getting Acquainted manual to familiarize you with functions and features. You can use this database to explore many of the **The Professional Landlord** modules.
- **Practice Demonstration** - is a database you can use to enter your own data. It is limited to 10 units before registering. The data you enter here can become your active database when you purchase the program.



To get to the Taskbar/Main Menu from the Logon screen on the right:

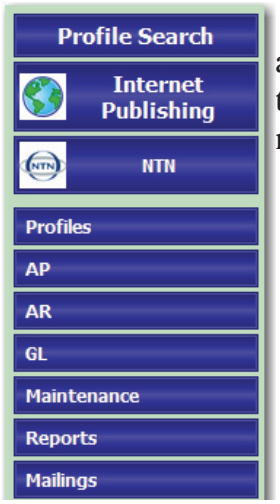
1. Choose the *Rental Demonstration* Database from the dropdown list.
2. Do not enter a User Name or Password.
3. Click on the <OK> button.
4. The Main Menu Speedbar will display at the top of the screen.

Main Menu / Taskbar

Verify that you are in the *Rental Demonstration* database by looking at the top line on the Main Menu. This one has sample data whereas the *Practice Demonstration* is empty.

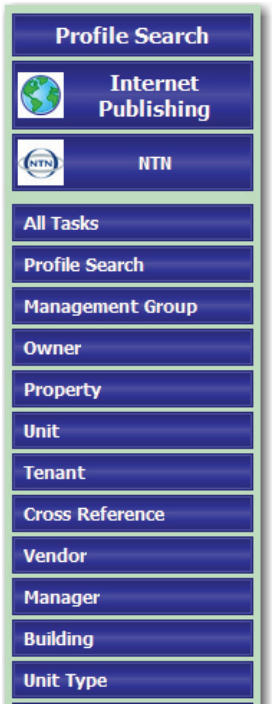
MAINMENU

The **Main Menu** lets you select the desired Task from the Taskbar. While in a specific Task there is an All Tasks button that takes you back to the All Tasks Menu and a list of the Functions available in that Task.



Main Navigation Menu with list of All Tasks

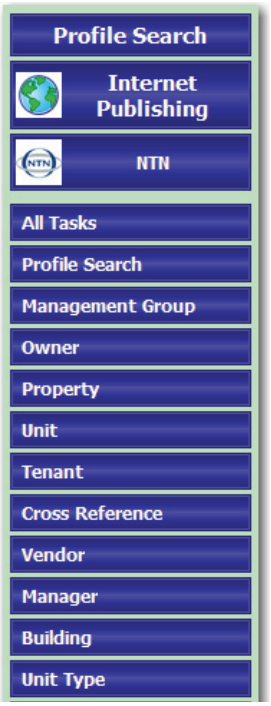
Selecting a Function displays that functions's Tasks and a list of related functions. Tabs indicating open functions display above the Navigation Menu allowing movement between open functions.



Profile Navigation Menu and list of Functions

Navigation Menus

PROFILES

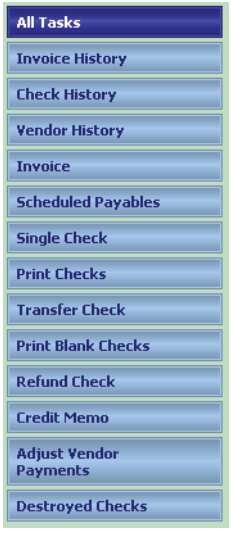


Profiles consist of the base information about the management group, the owners and properties, their units and tenants; and vendors. Information entered in the profiles is used to dictate how each ledger is handled.

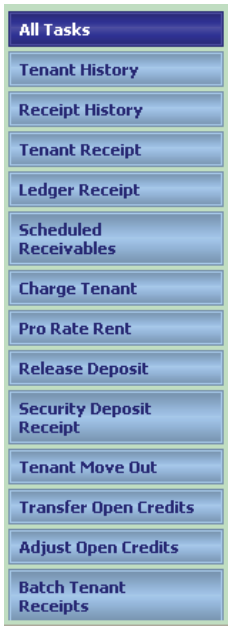
With the Profile Search you can type in any piece of information you have and it will search the profiles for any matches.

AP - ACCOUNTS PAYABLE

AR - ACCOUNTS RECEIVABLE

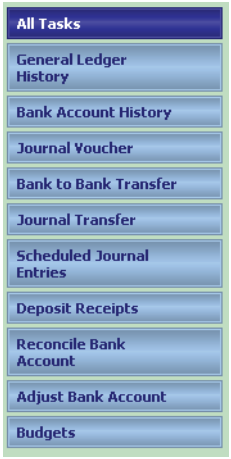


AP lets you enter invoices from vendors and write checks to cover expenses. Invoice, check and vendor transaction histories provide the details on how the owner's funds are used.



AR covers charging tenants for rents, late fees and other items reimbursable to the owner, property or the management group and recording payments received. Tenant and receipt transaction history information is readily accessible.

GL - GENERAL LEDGER



GL provides for reviewing bank transactions; recording journal vouchers and bank statement reconciliation. Transaction histories for the management group, owners and properties and the bank accounts are maintained.

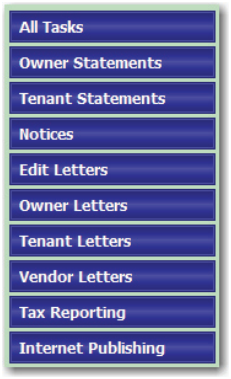
MAINTENANCE

Maintenance lets you create, track, print and report on work orders and accountable assets. A work order history is maintained which is accessible from the owner, property and unit profiles. This is an optional module.

REPORTS

In addition to many standard reports, the report writer lets you modify existing report and design/build/ save custom reports. Reports, including the standard financials (Balance Sheet, Trial Balance, Revenue and Expenses, etc.),tenant delinquencies, aged receivables, expected fees, rental analysis and tickler reports are but a few of reports already available.

MAILINGS



Mailings covers corresponding with the owners - statements and letters, corresponding with tenants - late notices and letters, corresponding with vendors and preparing the end of year statement and 1099 information.

LINKS - Dropdown only

Clicking on one of the items on the Links dropdown list will connect you directly to that location on our website or other pertinent sites and give you access to often used PDF documents and the PROMAS Central control panel that controls the owner and tenant statement portals.

SETUP - Dropdown only

- **Account Codes**
- **Bill (Payable) Codes**
- **Charge (Receivable) Codes**
- **Account Lists**
- **Account Sections**
- **Posting Tables**
- **Categories**
- **Late Fees**
- **Management Fees**
- **Notices**
- **Recurring Transfer**
- **Profile Lists**
- **Rate Tables**
- **Owner Statements**
- **Tenant Statements**
- **Environment Options**
- **Processing Defaults**
- **Company**
- **Manage Reports**
- **Post Recurring Notes**
- **Database Settings**
- **User Settings**

Setup contains functions that let you customize your Chart of Accounts; establish your bank accounts; customize the layout of your statements; define your management fee and late fee structure; and set defaults that cut down on data entry when entering owner, tenant and unit profiles.

HELP - Dropdown only

- **Contents**
- **About**
- **Release Notes**

Help is available throughout the application. In addition to standard Help and topic searches, each screen has a Help speed button in the lower left of the screen and each field has specific help using the F1 key.

FILE - Dropdown only

- **Logon**
- **Database Utilities**
- **Network Utilities**
- **Import Utility**
- **Export Utility**

Backup the essential files; create export files for facilitating on-line payments; rebuild the database; and other specific functionalites are in this area.

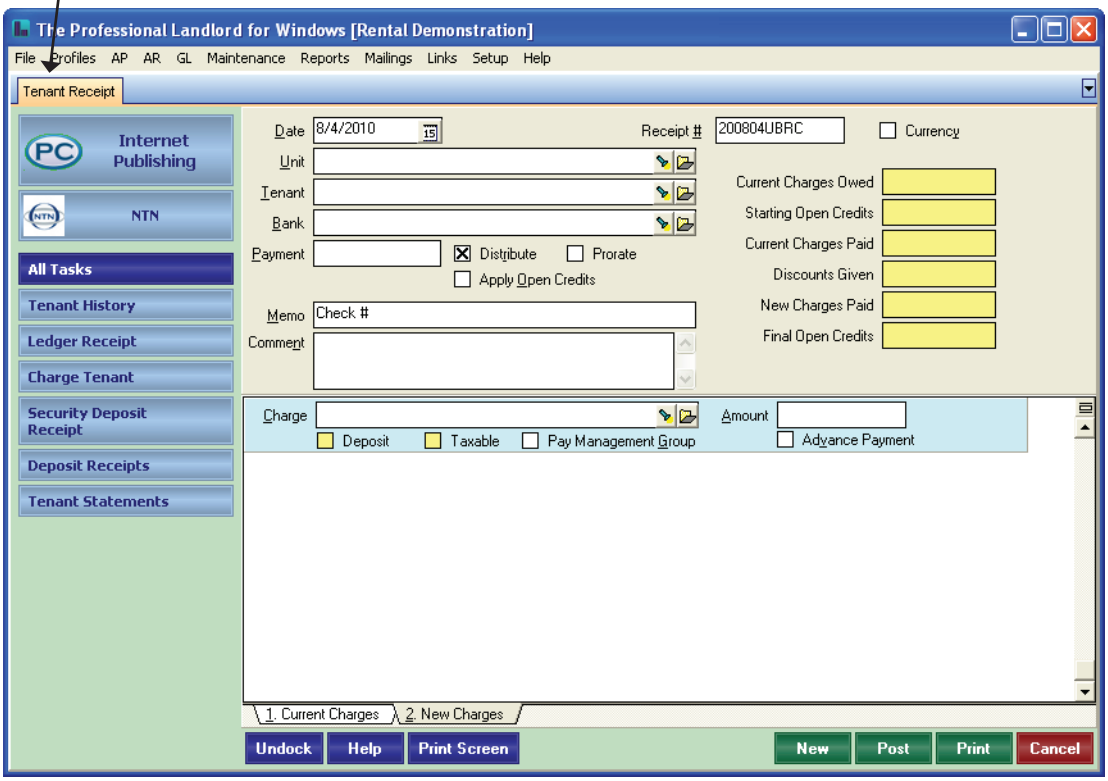
NAVIGATING

Selecting a Function

From the All Tasks Navigation Menu select a Task.

The functions related to that task will be listed. Choose one.

A tab will display at the top of the menu indicating the function screen you are on and the related functions will be listed.



For detailed information about each function go to Help, Contents and type in keyword.

Moving Around

The Tab key moves you from one field to another. To move between fields or to select an option you can move the mouse pointer and click the field/option or press <Alt> and the underlined letter in the label of the field.

The folder button lets you open the related profile or enter a new profile.

The flashlight button brings up the Find List so you can choose a profile.

Windows that are open display as tabs across the top of the screen. You can jump to any open window without closing the current one by clicking on the tab.

Saving - Posting - Getting Out

The buttons to get out of each function are on the bottom right of the window (e.g. Save, Post, New, Close, Cancel).

NEW - Saves the information you have entered and provides a blank screen to enter another.

SAVE or POST - Saves the information you have entered and exits the function.

CANCEL or CLOSE - Lets you exit the function without saving any changes that were made.

COMPILE - Used when there is an intermediate step before posting in automatic functions like Scheduled Receivables, Invoice Checks and Scheduled Payables. It produces a list of candidates which can be reviewed prior to automatic posting.

> If you would rather use the keyboard, right clicking your mouse on any screen will display the keystrokes associated with the Action Buttons - close, save, post, etc.

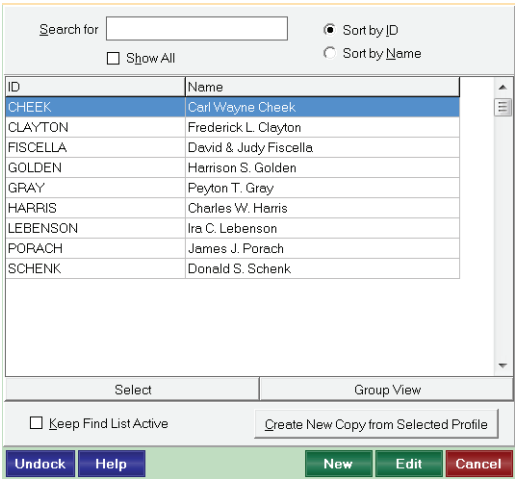
The **Getting Acquainted** process starting on the next page involves following steps that take you through some of the profiles, AR-accounts receivable, AP-accounts payable, GL-general ledger, reports and maintenance functions. It will have you look at the information on the screen and will point out some salient features that can help you run your business efficiently.

PROFILES

Overview

Click on the **Profiles** button on the Navigation Menu. The profiles contain information that is used by the processing functions. A separate profile is set up for each Owner, Property, Unit and Tenant. This minimizes redundant entries when an owner has more than one unit or a unit has more than one tenant.

Selecting a profile displays the profile **Find List** which is a list of all entries for that profile type. The list is in ID sequence. Starting to type the ID gets the one you want on the Find List so you can select it to edit. Note: Usually two or three characters of the ID is sufficient to move to the desired profile. Clicking on the Sort by Name radio button sorts the list by Name for searching.



Select the one you want by any of the following methods:

(a) highlight the item and press <Enter> or <F12>
(b) highlight the item, click the Edit or Select button
(c) double click the item.

ID and Name (Long Description)

Each profile has an ID and Name (Long Description). They are used to identify and/or find the profile. For owners and tenants the ID is usually the last name (or part of it) while the Name (Long Description) is the full name, for example, GOLDEN for ID and Harrison S. Golden for Name.

The unit ID's are usually 4 or 5 characters of the street name followed by the street number or the property name followed by a unit number. The Name is the full street address or building and apartment number. For example, Fair436 for ID and 436 Fairway Drive for the Name.

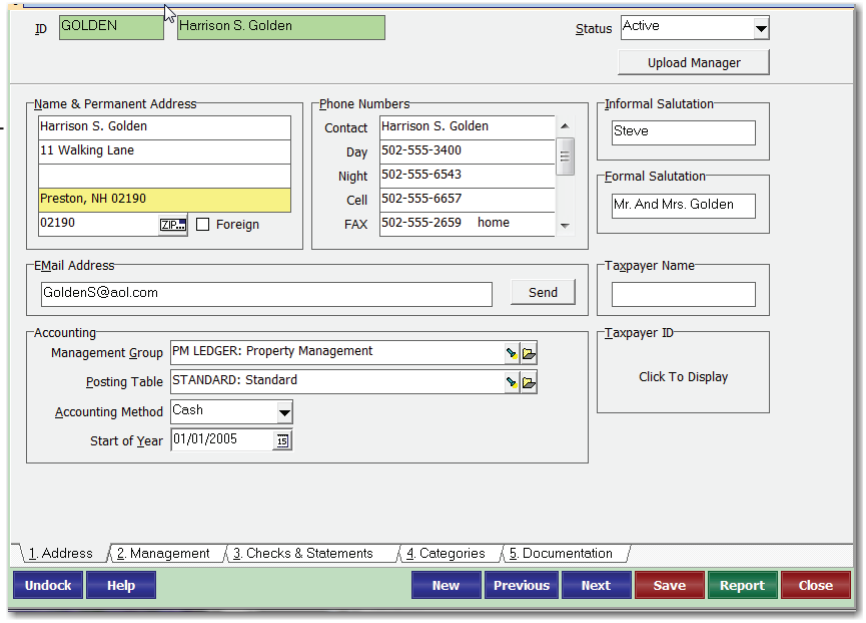
Note: You can construct the ID and Name as you please. The ID is the sort sequence and primary selection criteria of the records in the profile while the Name is what is printed on reports. You can make these whatever you want - numbers, names, abbreviations, codes. If you change your mind you can change the Record ID or Long Description whenever you want.

Note: The profile setup for single family units, including an owner of more than one single family unit, is generally owner-unit-tenant. For apartments and other multi-unit buildings, and units with multiple owners, it is owner-property-unit-tenant.

Owner Profile

Click the **Owner** function.

Choose Golden from the Find List and click the <Edit> or <Select> button.



The **Address** screen (tab 1) is displayed. (This page tab is in the lower left of the screen.) Look over the information on this page.

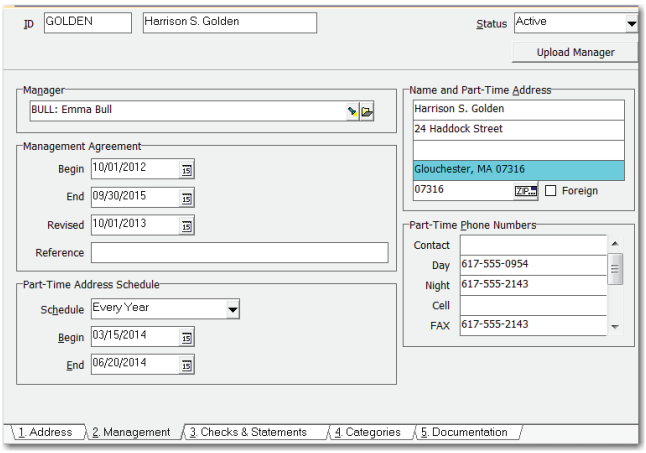
Items of Note

- Addresses can be in US zip code format or in 4 line foreign format. Mark the Foreign checkbox to view the foreign format, then click it again to go back to standard format.
- A zip code table is maintained thus eliminating redundant typing of city and state. Entering the zip code gets the city and state from the table. Click the Zip button to view the Zip Code Table. Click the <Cancel> button.
- Phone number fields - up to 9 different phone numbers - are large enough for out of country numbers.
- Accounting method can be cash, modified cash or accrual. You can switch whenever you want. The system **simultaneously** maintains records to report for each of these reporting methods.

Click on the **Management** tab (2) near the bottom of the screen.

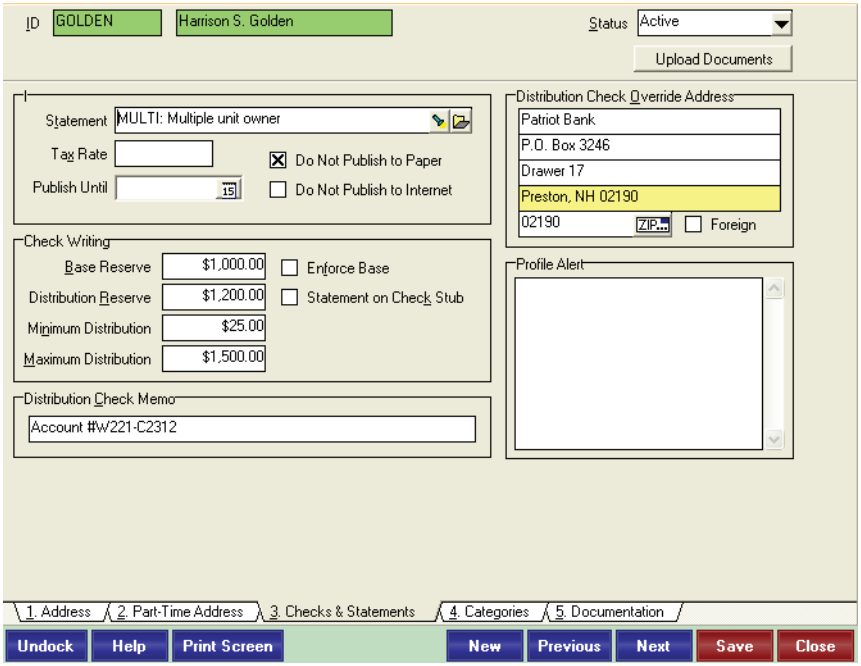
Items of Note

- The management agreement information for the owner can be tracked. There is a management agreement expiration report available.
- If an owner wants correspondence sent to another address temporarily you can do it easily. Correspondence goes to the specified address automatically for the time period selected.
- Clicking the <Send> button associated with the email address will take you to your email screen to compose the message. Multiple email addresses can be entered in this field separated by commas. Field length can be up to 120 characters.



Click the Checks and Statements page tab.

Items of Note



- Every owner can have a statement customized to his needs, which can either be published to the internet for secure viewing or printed and mailed.
- The owner distribution check can be sent to an address other than the owner's address, for example, a bank. (This has no effect on the owner correspondence address.)
- You may want to read up on the flexibility provided by using the Base Reserve and Distribution Reserve. Click into one of these fields and press <F1> to view context sensitive help. Exit Help before proceeding. The reserve amounts (base, distribution) provide fiscal control on the owner's funds.
- The owner statement can be included on the distribution (owner proceeds) check stub.
- The profile alert field displays each time the owner profile is opened. It's purpose is to alert the user of any significant issues.

Click the Categories tab.

Items of Note

- Categories can be used for a variety of purposes and are part of the Owner, Property, Management Group, Unit, Tenant, Unit Type and Vendor profiles. Most reports and mailings can be limited to a category. Information associated with a category can be mail-merged into word processing documents.
- Already created categories can be selected, then modified with Qualifiers and/or comments.

Click the Documentation tab.

Items of Note

- You can attach documents and pictures to a profile by double clicking the <Load> button and selecting a document. The comment further identifies the document. Afterwards, clicking the <Open> button will display the attachment.
- Using the Internet Publishing function, documents can be uploaded to the interent where the owner can access them via a secure portal.

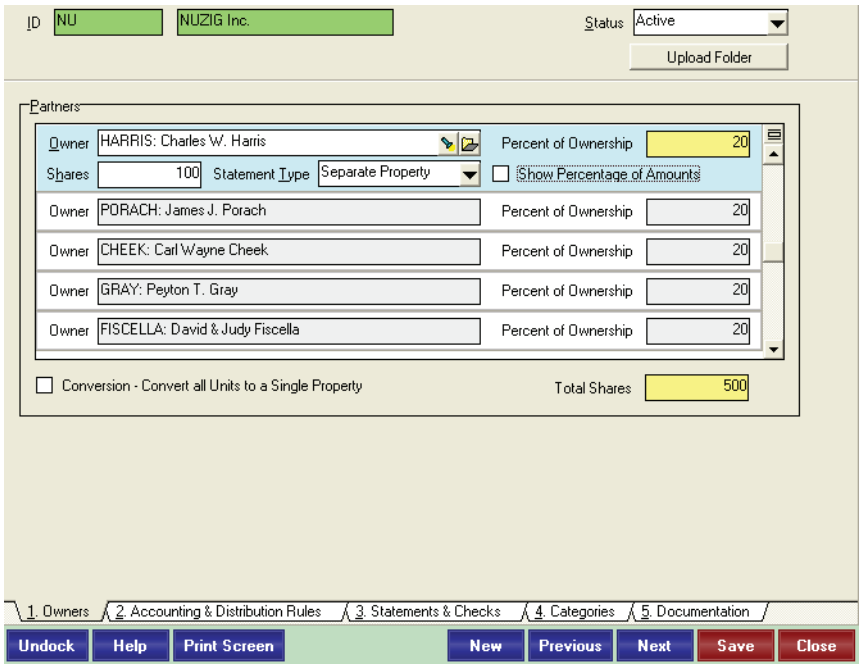
Click the <Save> button to exit the Owner Profile.

Property Profile

Click the **Property** function. Choose Nuzig from the Find List and click <Edit>. A property may have one or more owners with varying percentages of ownership. Setting up properties is optional. Generally, single family units are not associated with a property. Multi-unit buildings usually involve a property.

Ledger - a ledger is maintained for each owner and each property. Funds are shared by units within a ledger.

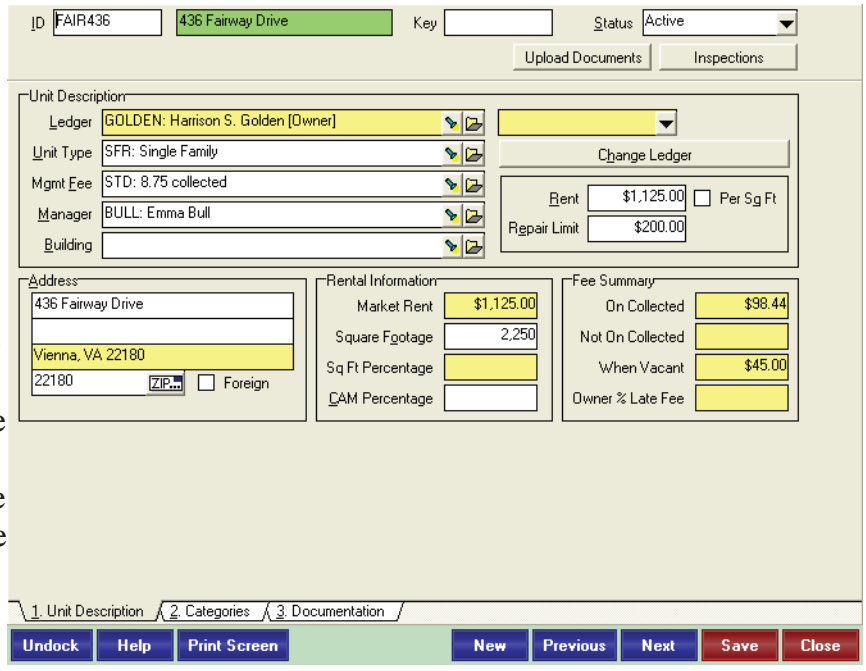
Click the <Save> button to exit the property profile.



Unit Profile

Click the **Unit** function. Choose FAIR436:436 Fairway Drive from the find list and click <Edit>.

The **Unit Description** page is displayed. Each unit is associated with a ledger (owner or property). All financial transactions for the unit and its tenants are reflected in that ledger. The Management Fee and Rent amount fields are used to determine the Fee Summary in the lower right of the screen. The Management Fee Profile contains the fee particulars - click on the Folder (see next page).



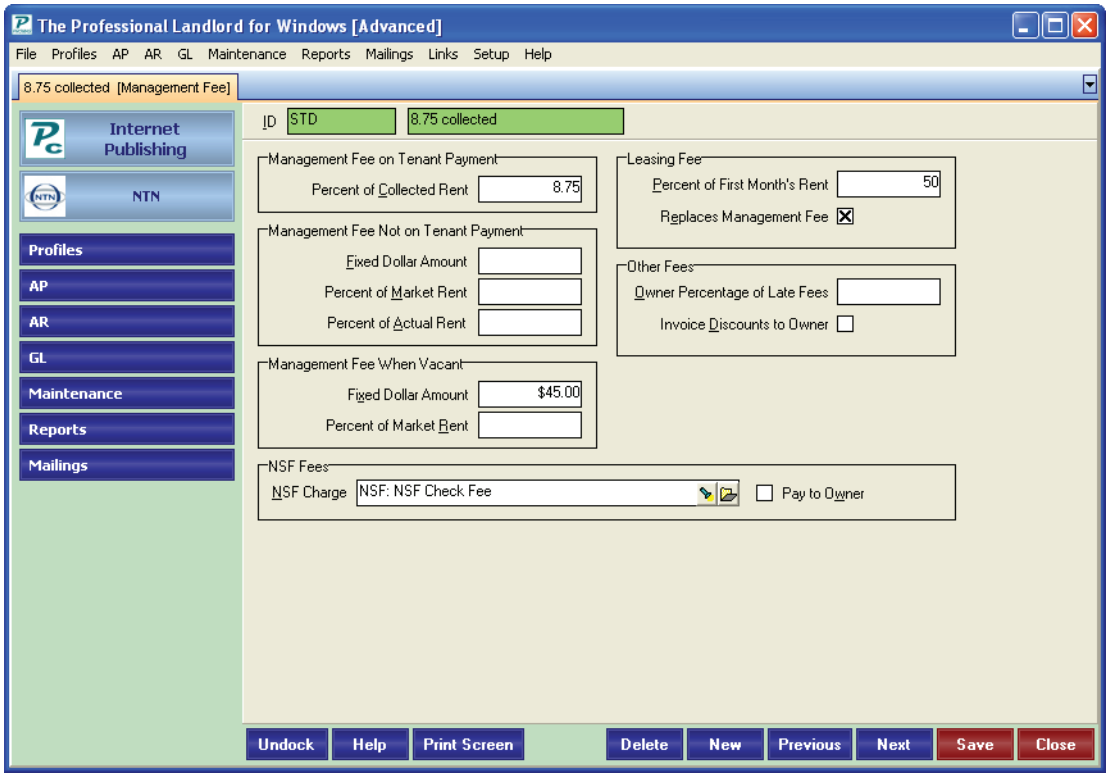
Management Fee Profile

Fees can be taken based on the rent collected, the actual rent which is defined in the Tenant Profile, the market rent which is defined in the Unit Profile, or be a fixed amount - or any combination thereof.

The total fee amount on Tenant Payments and Not on Tenant Payments rents is the sum of calculated fees for those fields that are filled in. Thus the total fee could be a % of the collected rent plus a % of the actual rent plus a % of the market rent plus a fixed dollar amount. Similarly the total management fee taken when a unit is vacant could be a fixed amount plus a % of market rent as defined in the Unit Profile.

Management fees are deducted from the ledger balance and added to the management group balance:

- At the time the rent charge is paid if the management fee profile structure is set for Management Fee on Tenant Payment
- At the time the Management Fee function is run in AR, Scheduled Receivables for those fees that are set for Management Fee Not on Tenant Payment and Management Fee when Vacant.



Close out of Management Fee profile. You are back in the Unit Profile.

Items of Note

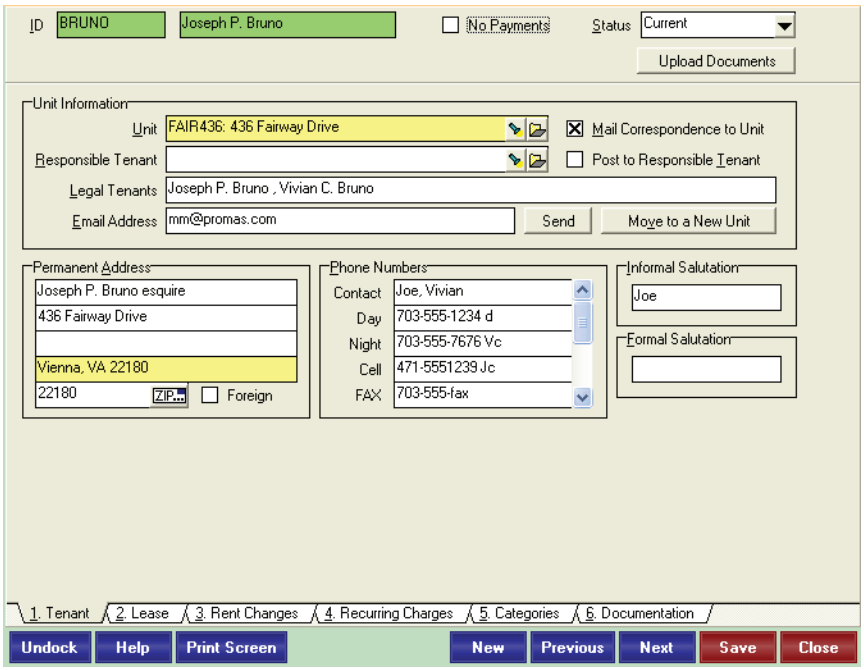
- From this profile you can go directly to Tenant History, Tenant Receipts, Charge Tenant, Notes, Site History (Work Orders) and set up Recurring Checks.
- Recurring checks (mortgages, HOA) are usually associated with the unit.
- The Categories tab contains information specific to this unit.
- On the Documentation tab you can attach pictures or documents pertinent to the unit.

Click the <Save> button.

Tenant Profile

Click the **Tenant** function.

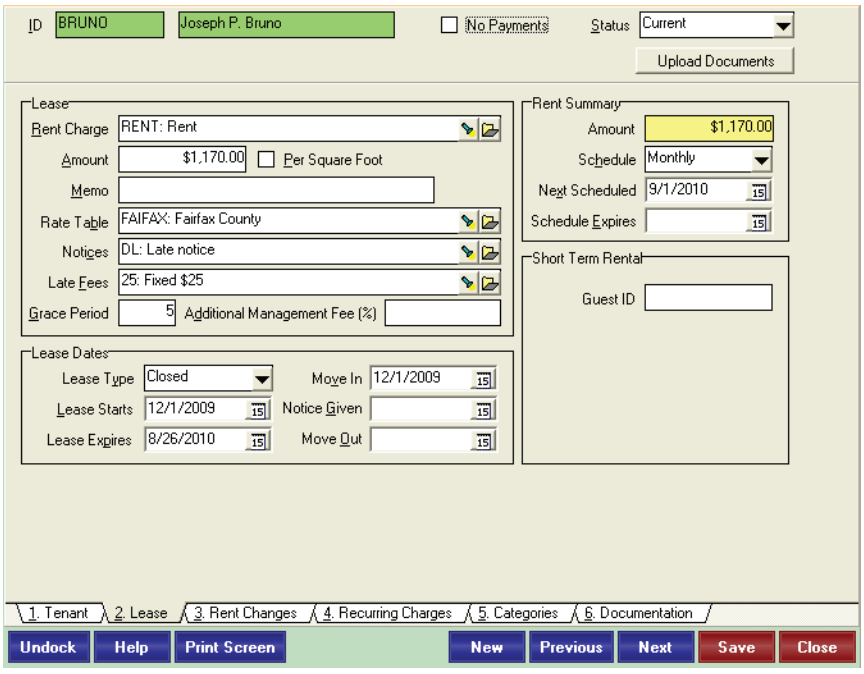
Choose Bruno and click the <Edit> or <Select> button to bring up the **Tenant** screen. Click the Status box (upper right) to see the different tenant statuses.



Items of Note

- The Permanent Address is filled in when the unit is selected but can be changed if the tenant is not physically residing at the rented unit. You have the choice of having correspondence go to either address.
- Transactions can be posted to any active tenant (current, future, past active, etc.).
- Up to 9 phone numbers can be maintained for every tenant.
- An unlimited number of tenants can be maintained for each unit. Every tenant has to have their own profile and can be responsible for a portion of the rent.

Click the **Lease** tab.



Items of Note

- The rent Amount can be fixed or based on the square footage defined in the Unit Type.
- If your late fee structure is the same for everybody it only needs to be entered once, under Setup, Late Fees. You can create as many late fee profiles as needed.
- Lease Starts/Expires, Notice Given and Move-in/out dates are maintained for reporting purposes.
- Rents can be scheduled (lower right) on the full range of possibilities covering both short and long term situations.
- The Rate Table defines security deposit interest computations and sales taxes to charge.
- There is direct access to Tenant History, Tenant Receipt, Charge Tenant, Tenant Moveout, Tenant Letter, and Notes from the related functions on the Navigation Menu.

Click the **Rent Changes** tab.

Item of Note

- Future rent changes can be entered. Changes take place automatically.

Click the Recurring Charges tab.

Item of Note

- Tenant charges other than rents can be set up to post automatically per the schedule. If the tenant pays a quarterly trash charge for a fixed amount, this is the place to record it. Recurring rent concessions are handled using this function. For one time tenant charges see **Charge Tenant** in **AR** (accounts receivable).

Click the **Categories** tab.

Item of Note

- The Payment Note, which was set up as a Category with a Receipt Alert, will display in the Tenant Receipt function when this tenant is selected.

Click the <Save> button.

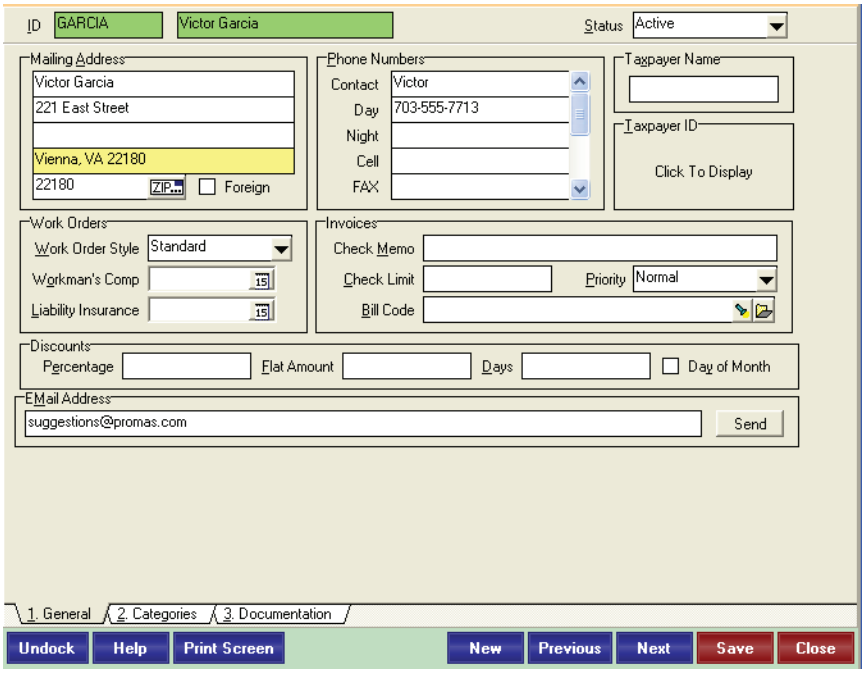
Vendor Profile

Click the Vendor function.
Choose Garcia from the Find List and click the <Edit> or <Select> button.

Items of Note

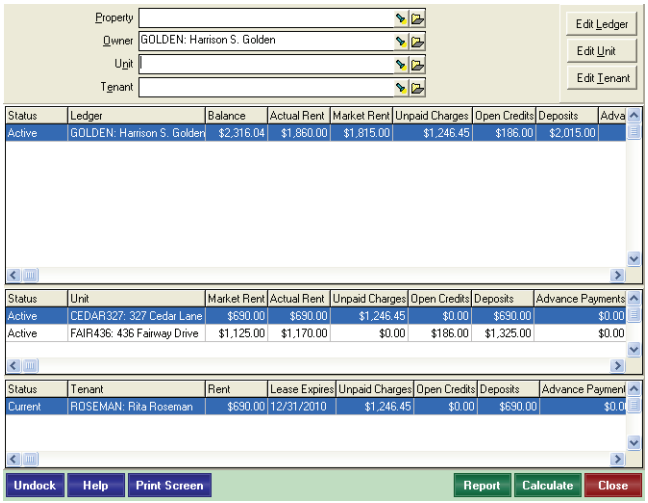
- Several workorder styles are available
- The Check Limit determines how many invoices can be consolidated on one check. The default is 10.

Click the <Save> button.



Cross Reference

Click the **Cross Reference** function. Choose Golden from the Ledger Find List. The Cross Reference function brings together the owner's Unit and Tenant information onto a single screen. In this case, Golden owns two units. Highlighting the unit by clicking on the unit line shows the tenants.


Property
Owner
GOLDEN: Harrison S. Golden
Unit
Tenant
Edit Ledger
Edit Unit
Edit Tenant
Status Ledger Balance Actual Rent Market Rent Unpaid Charges Open Credits Deposits
Active GOLDEN: Harrison S. Golden $2,316.04 $1,860.00 $1,815.00 $1,246.45 $186.00 $2,015.00
Status Unit Market Rent Actual Rent Unpaid Charges Open Credits Deposits Advance Payments
Active CEDAR327: 327 Cedar Lane $690.00 $690.00 $1,246.45 $0.00 $690.00 $0.00
Active FAIR436: 436 Fairway Drive $1,125.00 $1,170.00 $0.00 $186.00 $1,325.00 $0.00
Status Tenant Rent Lease Expires Unpaid Charges Open Credits Deposits
Current ROSEMAN: Rita Roseman $690.00 12/31/2010 $1,246.45 $0.00 $690.00
Undock
Help
Print Screen
Report
Calculate
Close

Items of Note

- All of the owner's units and their tenants can be viewed from one screen. You don't have to print a report.
- The fields in the ledger line reflect totals associated for all of the tenants.

Click the <Close> button.

Notes

The **Notes** feature gives you some functionality that you won't find in other rental packages. Notes gives you more than just a freeform comment - you can assign a schedule to the note; have it included on the owner's statement; make it generate a reminder at a future time. Notes can be associated with Owners, Properties, Tenants, Units, Managers and Vendors.

Click the **Owner** function. Choose Golden from the Find List and click <Edit>. Click the **Notes** speed button in the lower left of the screen. The active Notes are displayed. Highlighting the one you are interested in displays the entire note information in the bottom portion of the screen. Click the <Edit> button.

Items of Note

- A note can generate a reminder.
- A note can be appended to a statement, to the management notes, or owner notes.
- A note can be pasted to an email.
- The date, time and user initials can be inserted in the note.
- Recurring notes can have a schedule to remind you to do things.

Click the <Save> button. Click the <Close> button. Click the <Save> button.

Event Reminders

Click the **Event Reminders** function. Event Reminders are an offshoot of **Notes and Categories**. This function finds the Notes with **Next Scheduled** dates around today and shows what you wanted to be reminded about. The Event Reminders screen can be set to display each time you logon. Click one of the line items to view the entire note contents.

Items of Note

- Lease expirations, Move-in, Move-Outs and vendor insurance and workmen's compensation expirations are reported in Event Reminders.
- You can change the date at the top to view reminders for a different timeframe.
- Tickler reports let you print any subset of the notes you enter.

Click the <Cancel> button.

AR - Receivables

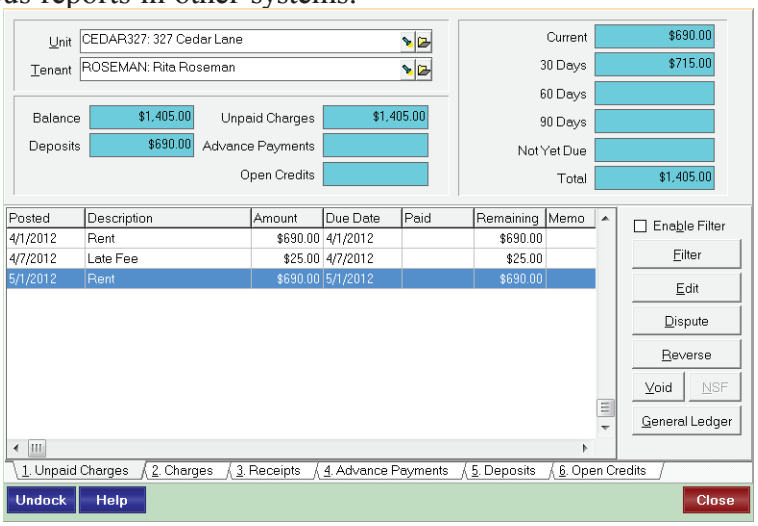
Rent Increases (drop-down only)

Click on the **AR** Task from the Main Navigation Menu. The Receivables module covers a wide range of functions, from charging a tenant; to posting rent charges, recurring charges, late fees, and management fees; to recording tenant payments and owner contributions; to moving a tenant out and refunding the security deposit. **Tenant History** and **Receipt History** provide transaction details you can only get by running numerous reports in other systems.

Tenant History

Click on **Tenant History**.

From the Tenant Find List (Flashlight) choose Roseman to get to the **Unpaid Charges** tab.

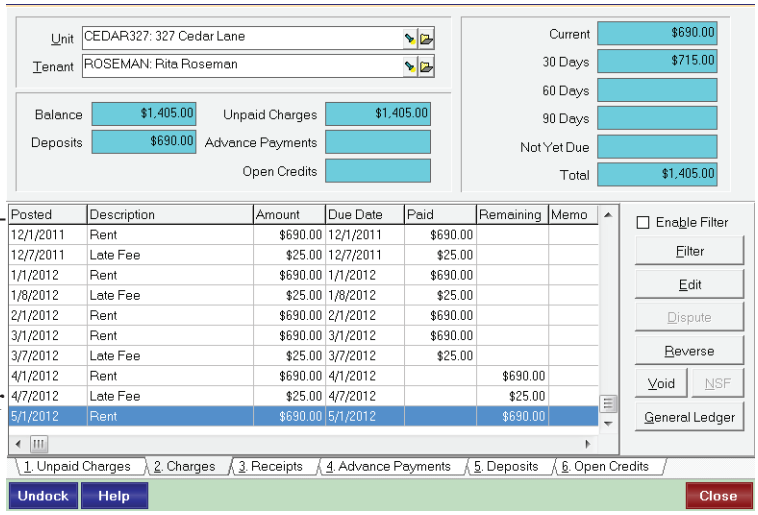


Items of Note

- You see at a glance how much the tenant owes and for what.
- While on this window you can edit, reverse and void transactions that are displayed.

Click the **Charges** tab.

This displays the entire tenant ledger of charges from day one.



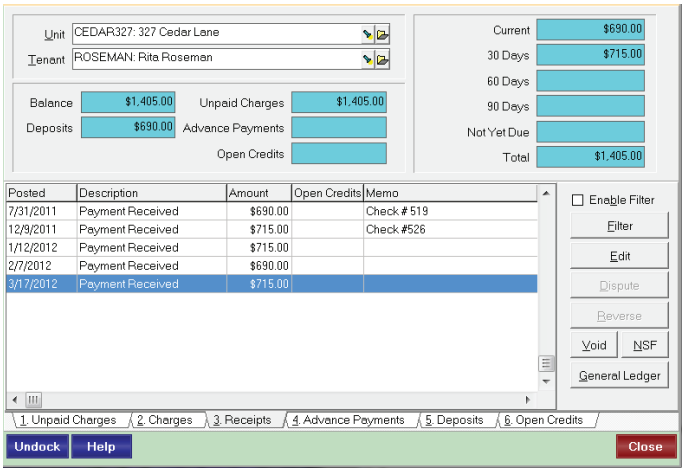
Item of Note

- You can filter (weed out all transactions that don't match the selection criteria) and edit any transaction, even ones you put in months ago.

Click the Filter button. Using the filter you can select almost any subset of the charge history.

Click the Save button.

Click the **Receipts** page tab to see a payment history for the tenant.



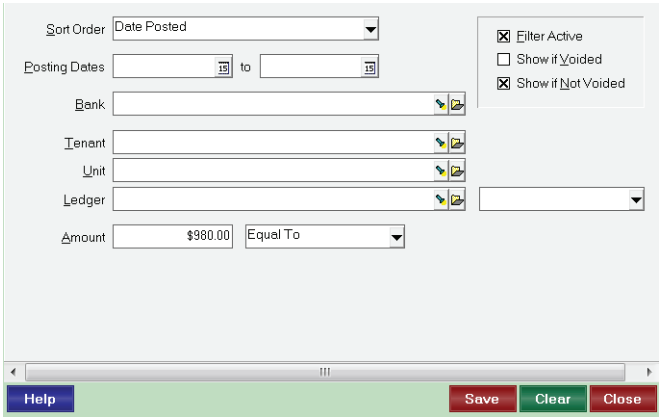
Item of Note

- The NSF button will initiate the entire process for posting the necessary NSF (returned check) transactions required to undo the payment, the rent to the owner and any management fees charged to the owner.
- From the Edit Receipt screen you can view the deposit slip that contained this receipt.

Click the **Deposits** page tab to see the Security Deposits being held. Click <Close>.

Receipt History

Click on **Receipt History**. Receipt History contains all receipts from all sources in date sequence. Highlighting a line item on the list displays a breakdown of what charges were paid off with the money received. Receipt history is used when you are dealing with an owner receipt or looking for a misposted tenant receipt.



Items of Note

- You can filter, edit, void and NSF from this screen.
- A separate page tab lets you see just those receipts that have been returned by the bank for insufficient funds (NSF).

Click the Filter button.

Item of Note

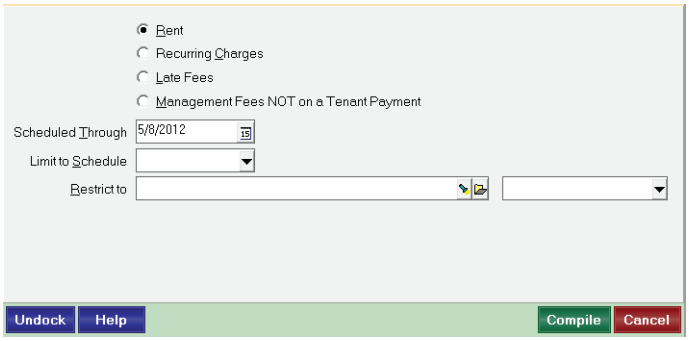
- You can filter on a date range; a particular tenant, unit, ledger; or an amount parameter.

Enter 980 in the Amount field. Click the Filter Active checkbox. Click the <Save> button. Now the only transactions that are listed are those for $980. Highlight some of the payments in the top section and you will see the charges paid off in the bottom section.

Click the Enable Filter checkbox to clear it and all the receipts are displayed again.Click the <Close> button.

Scheduled Receivables

Click the **Scheduled Receivables** speedbutton. This function does batch posting of rent charges, recurring charges and late fees. Each brings up a list of candidates to review and edit prior to posting.



Item of Note

- You can change amounts or even skip any candidate. This gives you control over the batch postings.
- You can print a report showing the transactions that are going to be posted/skipped.

Rent

The Rent radio button is selected when you enter **Scheduled Receivables**. Rents are charged prior to posting payments. All tenants with a Next Scheduled date (in the Tenant Profile) prior to and including the Scheduled Thru date selected are charged the rents recorded in the lease information section of the Tenant Profile for all previously uncharged periods.

The cursor should be in the Scheduled Thru field. Press < *E* > to move the date to the last day of the month. Click <Compile> and any rent not yet charged will be displayed.

Items of Note

- You can review and edit/skip charges.
- The rent amount can be changed prior to posting.
- This system protects you from posting the same rent twice for the same period.
- Rents being charged for the first time can be viewed separately.

Click the <Cancel> button.

Late Fees

Change the Scheduled Through date to the 7th of the month and then click on the Radio Button for **Late Fees** and then the <Compile> button to get a list of late fee candidates. Click on a line item (Roseman) to see the details relating to each late fee candidate. Note all the information available for each candidate.

Items of Note

- You can skip anyone who shouldn't be assessed a late fee. No need to post them all and then have to undo the ones you would like to have skipped.
- Late Notices can be printed using the Mailings function.

Click the <Cancel> button until you get out of **Scheduled Receivables**.

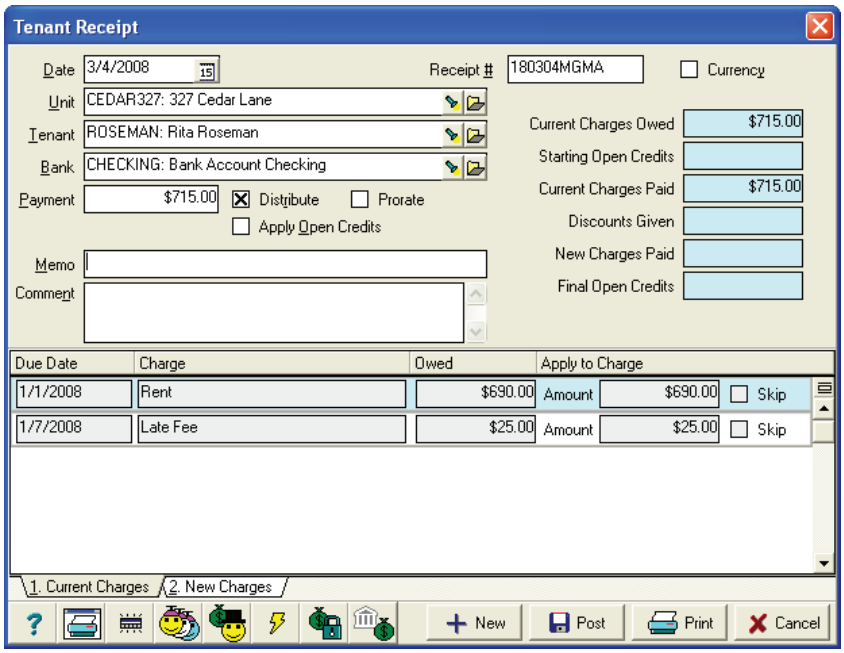
Payments from Tenants, Contributions from Owners

As checks (payments) come in they must be recorded as received and then consolidated onto a deposit slip and put in the bank. The receipt process is two steps: one of recording the receipts to pay off charges and the second of designating the receipts which constitute a deposit slip transaction. Payments from tenants are recorded in **Tenant Receipt** and **Security Deposit Receipts**. All other receipts are recorded in **Ledger Receipt**.

Tenant Receipt

Click on **Tenant Receipt** and select Roseman from the Find List (flashlight or down arrow). The Payment amount defaults to the amount owed.

To post you would click <New> or <Post>. This will result in a number of transactions being posted. These include recording the payment in the tenant ledger, crediting the payments for the owner ledger, charging the owner for any management fees due, crediting the management fee amount to the management group ledger - all with you doing nothing more than posting the rent payment. When finished recording, the application will present you with a cleared screen ready to start the next receipt if you clicked the <New> button or will exit **Tenant Receipt** and return to the previous function if you clicked the <Post> button.



Payments for rent received in advance can either be posted as open credits or recorded as advance payments. The method used depends on when you want the payment to be credited to the owner/property ledger and when you want to have the management fee charged to the ledger.

Items of Note

- All pertinent information to let you correctly post a receipt is available.
- The payment is distributed by the payoff priority and then by date.
- Unmarking the Distribute checkbox will undo the distribution amounts to let you distribute manually.
- New charges being paid can be recorded; prepayments can be posted.
- Prepayments for rent can be recorded - even crossing calendar years.
- It's easy to add a memo or record the check number.
- A receipt that can be given to the tenant can be printed.
- You can post payments in excess of the amount owed. They can be recorded as tenant Open Credits to be applied against future charges.

- Charges being paid off that were not previously posted can be recorded using the Charge Tenant speedbutton or the New Charges tab.
- When you finish entering receipts for a deposit slip you can go directly to **Deposit Receipts** using the button in the taskbar.
- Batch Receipt posting for lockbox and direct debit posting is available via the AR drop-down menu.

When finished click the <Cancel> button.

Security Deposit Receipt

Click on **Security Deposit Receipt**. Select tenant Schrader.

The security deposit receipt process records both the charge and payment at the time of receipt. Recording a security deposit receipt can be done as a tenant receipt, but this function has been streamlined to handle the process more efficiently.

Items of Note

- The Bank Account defaults to the one set in the Posting Table. This facilitates deposits that are kept in a separate bank account.
- Any unpaid deposit amount is displayed.
- Only charges marked as "Use to Track Deposits" are selectable.

Tenant Moveout

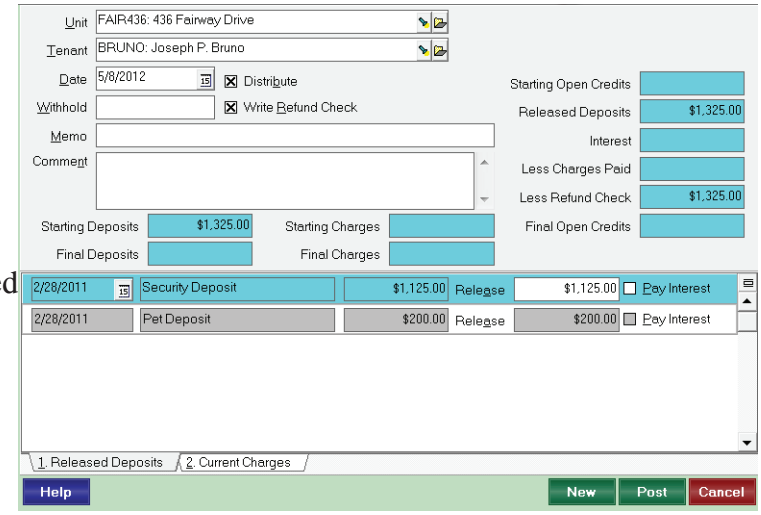
Click on **Tenant Moveout**.

Select tenant Bruno.

The moveout process involves verifying current charges and adding new charges, so that when the deposit is released it pays off those charges. A tenant refund check can be printed for the unused portion of the security deposit.

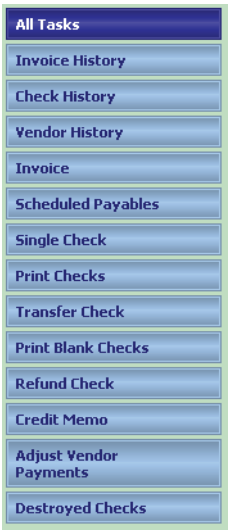
Items of Note

- The tenant security deposit can be used to pay off existing charges.
- Funds can be withheld to pay off charges not yet received.
- The refund check can be written from any bank account.
- Interest can be calculated and added to the refund.
- Released security deposits, if not immediately use, become open credits and can be used to pay off future charges.
- A tenant statement detailing the refund transactions can be printed.



Click <Cancel> to exit.

AP - Payables



Select **AP** from the Main Navigation Menu. The AP module allows you to enter and pay invoices received from vendors; post and print recurring checks (mortgages, HOA and condo fees); write distribution checks to owners (owner draw); record checks that were written manually; write tenant refund checks and transfer security deposit funds from one bank account to another. There are also **Invoice History, Check History** and **Vendor History** functions.

Invoices

Click on **Invoice**. Enter an **Invoice #** *VG206*. Select Garcia from the **Payee** Find List. If you do not enter the **Due Date**, it is assumed to be the same date as the **Invoice Date**.

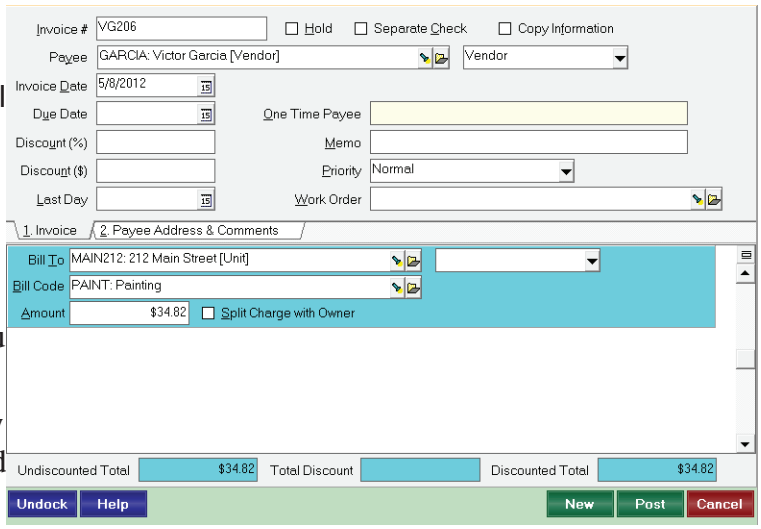
Items of Note

- If the payee is not in the Vendor file, you can click the Folder button to add this vendor to the file. Alternately you can put the vendor in as a one-time vendor on the invoice.
- You can set the payoff priority for the invoice by changing the priority from Normal (the default).
- A completed work order can be turned into an invoice.
- An invoice can contain multiple line items. They are added by clicking in the open area below those already entered.

Select Main212 from the **Bill To** Find List. The Bill To is usually a unit.

Select Painting from the Find List for **Bill Code**. Enter 34.82 in the **Amount** field.

Click <Post> to record the invoice.

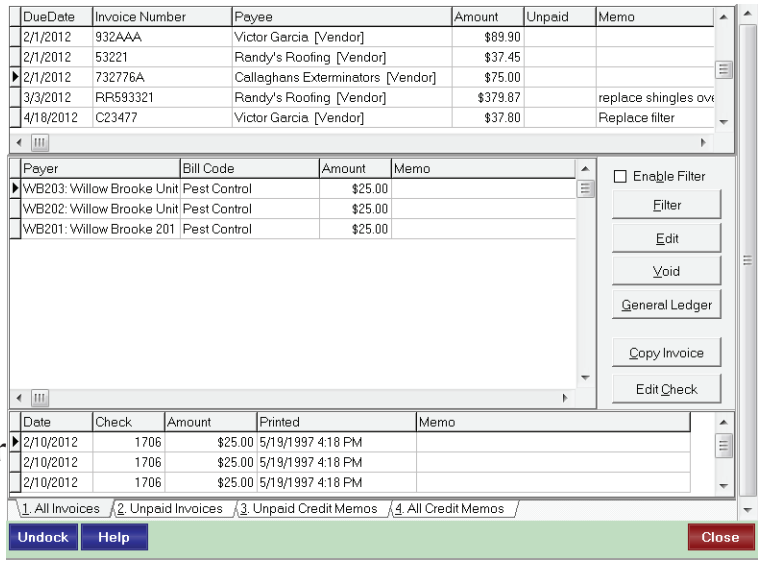


Items of Note

- If you try to enter a duplicate invoice number you get a warning. You can cancel and change the Invoice # or you can choose OK to ignore the warning.
- After entering an invoice you can view it in **Invoice History**. Invoices are paid in the **Scheduled Payables** function.

Invoice History

Click on **Invoice History**. Highlighting an invoice from the list displays the line items associated with that invoice.



Items of Note

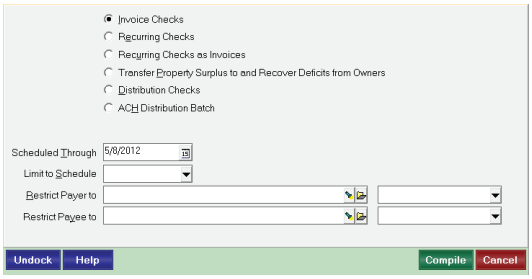
- The <Filter> will let you review invoices by vendor, by dollar amount, by invoice number and more.
- The tabs break out the unpaid invoices from all recorded invoices.

Click the <Close> button.

If you want to look at **Check History** or **Vendor History** follow the same process as for **Invoice History**.

Scheduled Payables

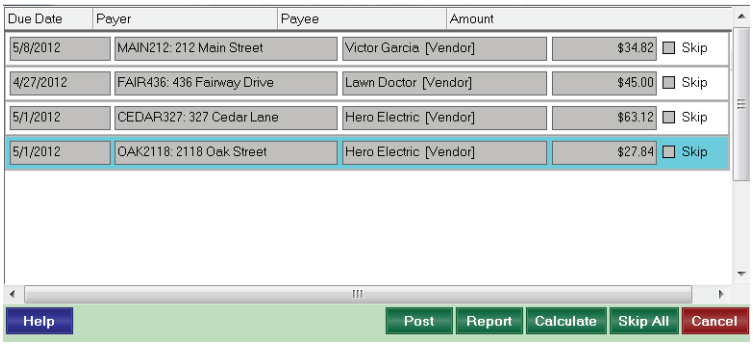
Click on **Scheduled Payables**. This function covers compiling, posting and printing invoice checks, recurring checks (mortgages, HOA and condo fees), and distribution (owner, property) checks. In addition, property surpluses can be distributed to the owners, deficits can be collected and, in lieu of printing the distribution checks, an ACH file for electronic transfer of funds can be generated.



Recurring checks can be posted and printed directly - in which case one check per payable is printed. To have recurring checks consolidated you have the option to turn recurring checks into invoices so they can be posted and printed as invoice checks.

Invoices

Click the <Compile> button to bring up the list of invoices waiting to be paid.



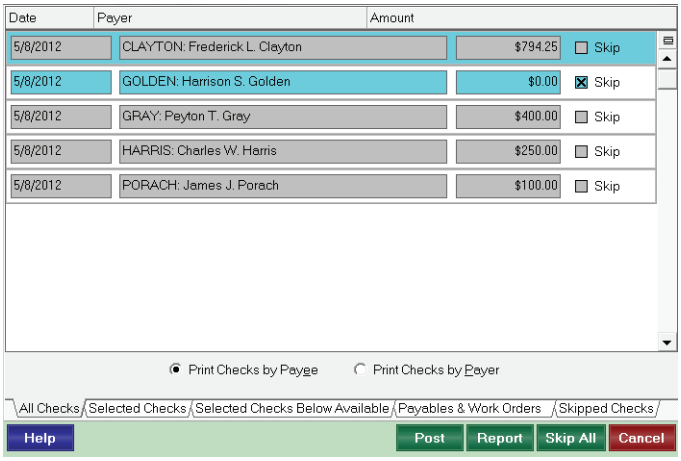
Items of Note

- Candidates for payment are displayed and can be edited prior to printing and posting.
- Click on a line item. A breakdown of the ledger's financial status is displayed. The list displays all line items. If there is not enough money available for the ledger to pay the invoices based on the reserve rules, the line item will be marked *Skip*.

Click the <Cancel> button.

Distribution Checks

Click on the Radio Button for **Distribution Checks**. Click on <Compile> to get a list of owners who are candidates for a distribution check.



Item of Note

- Candidates for payment are displayed and can be edited prior to printing and posting.
- Click on a line item. You can see all the balances that affect the amount to the owner.
- The owner statement can be printed on the stub portion of the distribution check.

Click the <Cancel> button until you exit Scheduled Payables.

Write Checks

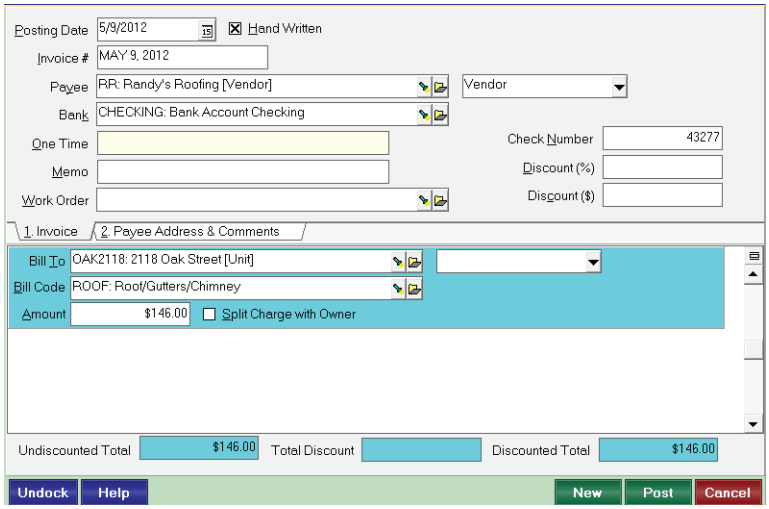
Single Check

Click on **Single Check**. Writing a single check or recording checks that were handwritten can be done using this function. The stub portion of a single check shows the breakdown of line items being paid.

Items of Note

- You can write a single check for any purpose including recording a handwritten check.
- Checks can be posted and held for printing later or printed immediately after they are posted.
- MICR checkwriting (using blank check stock) is a standard feature. Checks can be printed against multiple bank accounts in a single run.

Click the <Cancel> button to exit this function.



Refund Check

Click on **Refund Check**.

Items of Note

- Tenant refund checks are part of the **Tenant Move Out** function as well as being a separate **Refund Check** function.
- The recipient information for the refund can be changed prior to posting and printing.

Click the <Cancel> button to exit this function.

Transfer Check

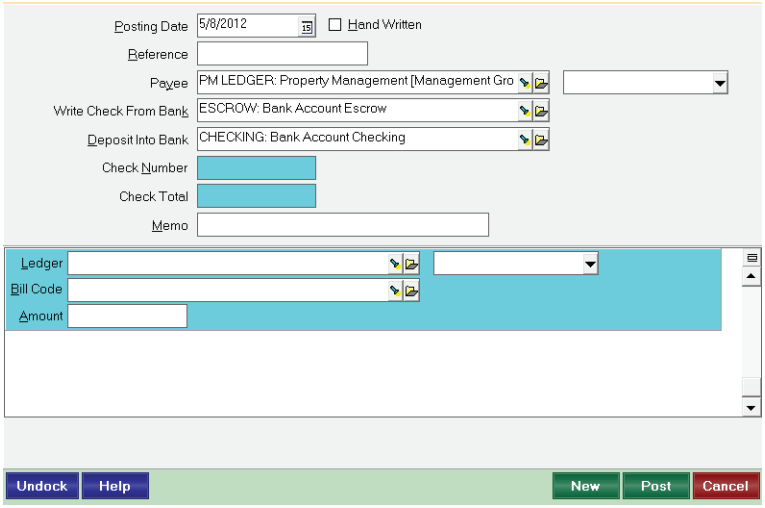
Click on **Transfer Check**.

This function posts a check to one bank account and records a corresponding receipt for a second bank account. The primary use is to record the transfer of security deposit receipts and refunds to the appropriate bank account. It is only used if you will be writing a check. Otherwise use bank to bank transfer.

Items of Note

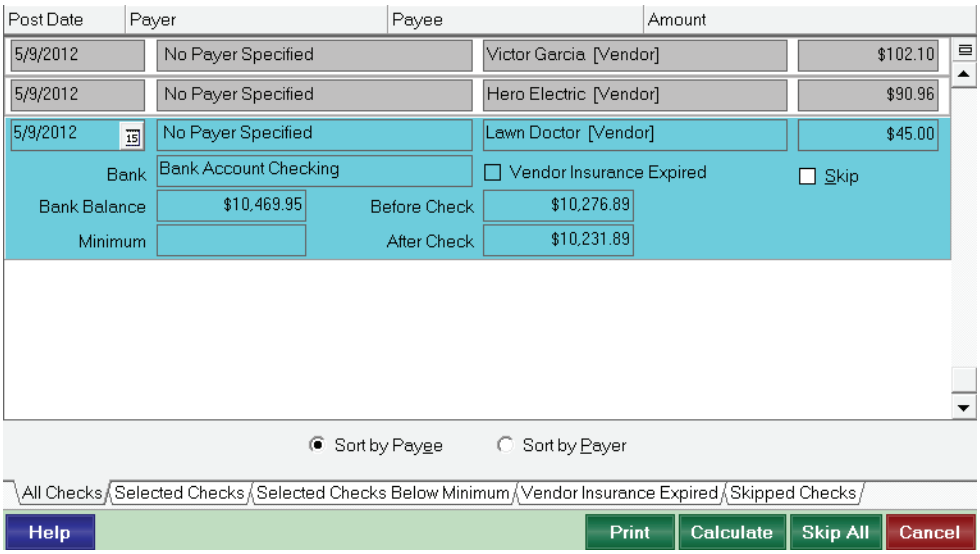
- Both the withdrawal and receipt are posted simultaneously.
- Any number of security deposit line items can be transferred with one transaction.
- The receipt is in the receiving bank account waiting to be included on a deposit slip.

Click the <Cancel> button to exit this function.

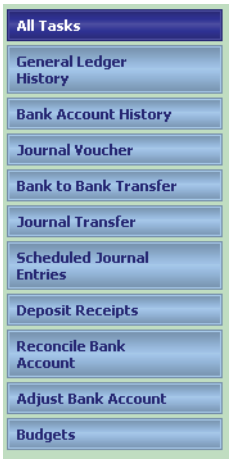


Print Checks

This function is used when checks are not printed at the time of posting to the ledger and when checks need to be reprinted.



GL - General Ledger

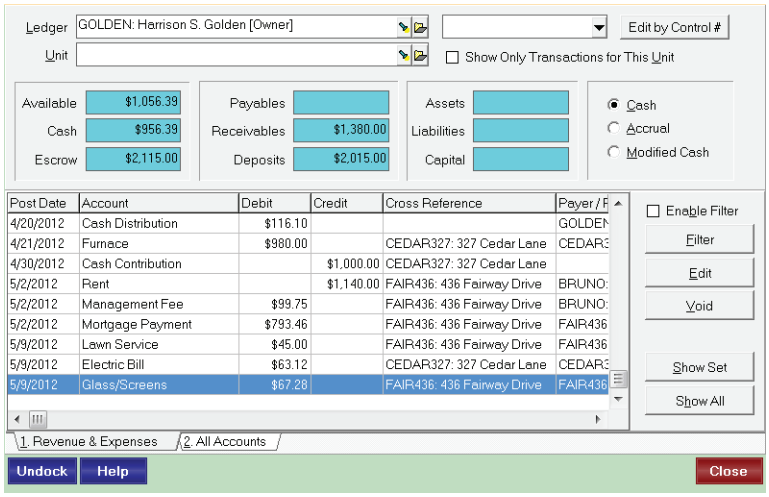


Click on **GL** from the Main Navigation Menu. This module encompasses the general ledger history (which includes the owner, property and management group) transaction details; bank account history; depositing receipts; posting journal vouchers; making bank to bank transfers; and reconciling bank accounts, making bank account adjustments and budgeting.

General Ledger History

Choose **General Ledger History**. Select owner Golden by typing *G* and pressing <Enter> or by using the Find List. A list of all transactions for each owner, unit, property, and management group can be displayed, filtered, edited and voided from this function. In addition to the revenue and expense transactions, you can view their corresponding offset transactions by choosing the **All Accounts** page tab.

A summary of the ledger - Available, Cash, Deposits, Escrow, Payables, Receivables, Assets, Liabilities and Capital is displayed in the top portion of the screen while the detailed transactions display in the bottom portion.


Ledger
GOLDEN: Harrison S. Golden [Owner]
Edit by Control #
Unit
Show Only Transactions for This Unit
Available $1,056.39
Cash $956.39
Escrow $2,115.00
Payables
Receivables $1,380.00
Deposits $2,015.00
Assets
Liabilities
Capital
Cash
Accrual
Modified Cash
Post Date | Account | Debit | Credit | Cross Reference | Payer / P
4/20/2012 | Cash Distribution | $116.10 | | | GOLDEN
4/21/2012 | Furnace | $980.00 | | CEDAR327: 327 Cedar Lane | CEDAR3
4/30/2012 | Cash Contribution | | $1,000.00 | CEDAR327: 327 Cedar Lane |
5/2/2012 | Rent | | $1,140.00 | FAIR436: 436 Fairway Drive | BRUNO:
5/2/2012 | Management Fee | $99.75 | | FAIR436: 436 Fairway Drive | BRUNO:
5/2/2012 | Mortgage Payment | $793.46 | | FAIR436: 436 Fairway Drive | FAIR436
5/9/2012 | Lawn Service | $45.00 | | FAIR436: 436 Fairway Drive | FAIR436
5/9/2012 | Electric Bill | $63.12 | | CEDAR327: 327 Cedar Lane | CEDAR3
5/9/2012 | Glass/Screens | $67.28 | | FAIR436: 436 Fairway Drive | FAIR436
Enable Filter
Filter
Edit
Void
Show Set
Show All
1. Revenue & Expenses
2. All Accounts
Undock
Help
Close

Items of Note

- If you choose an owner (and the owner owns more than one unit) you see all his units' transactions plus those posted to his ledger that are not unit specific.

  Golden owns more than one unit. You are looking at the most recent transactions posted for all of them. Choose unit 327 Cedar and mark the checkbox to Show Only Transactions for this Unit. Unmark the checkbox to display all of the owner's transactions.

- Choosing the management group instead of an owner will display all fees collected and checks written for that management group. The summary reflects the amount of management group money that has not been transferred to the parent company.

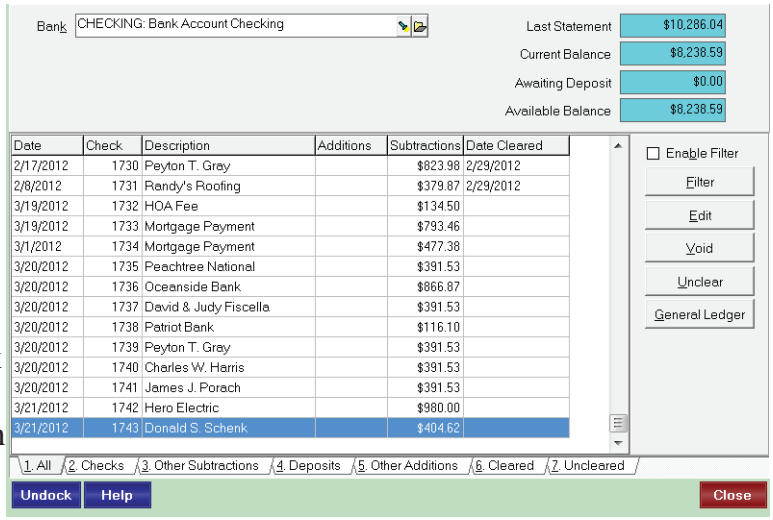
Click the <Close> button to exit General Ledger History.

Bank Account History

Click on **Bank Account History**. Select Checking:Bank Account Checking from the Find List of bank accounts to display all of the deposits to and withdrawals from the Bank Account.

The summary boxes (upper right) show the Last (bank statement) Balance; the Current Balance; the amount received awaiting deposit; and the Available Balance (the sum of current balance and awaiting deposit).

In addition to **All Transactions** you can view specific subsets - e.g. Checks, Deposits, Uncleared - using the tabs at the bottom of the screen.



Click the **Deposits** tab to see a history of deposits. These transactions can be filtered, edited, voided and uncleared.

Click the **Checks** tab to view the check register in check number sequence. You can void a check from here as well as from GL history and check history.

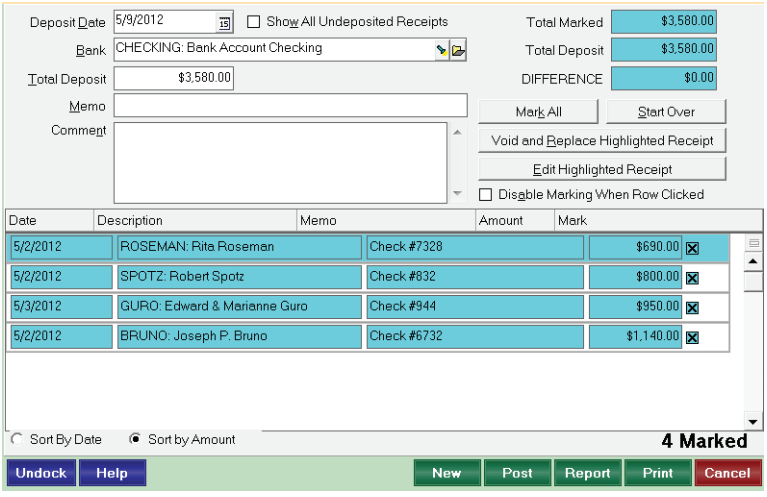
Click <Close> to exit.

Deposit Receipts

Click on **Deposit Receipts**. Choose Checking from the Bank Find List to see the receipts that haven't been included on a deposit slip yet. After receipts are entered they are grouped together and put on a deposit slip and then taken to the bank. Your bank statement reflects the sum of receipts for each deposit. This function records the receipts that comprise a deposit slip thus facilitating the bank statement reconciliation process.

The Deposit process involves entering the Total Deposit Amount and then verifying that those marked are part of the deposit. The deposit amount is entered as a transaction in the appropriate bank account. This is what you will see on a bank statement.

The Deposit Receipts function also provides a second level of verification that the amounts received were recorded in the correct amount. If they were not, your deposit slip amount won't match the actual amount. When errors are discovered it is easy to fix them after as well as prior to posting the deposit slip amount.



Items of Note

- The <Print> button will prepare a deposit slip that can eliminate manual entry of receipt information on a deposit slip.
- Posting errors (wrong tenant, wrong amount, wrong charge code) can be corrected from this function.

Click the <Cancel> button to exit **Deposit Receipts**.

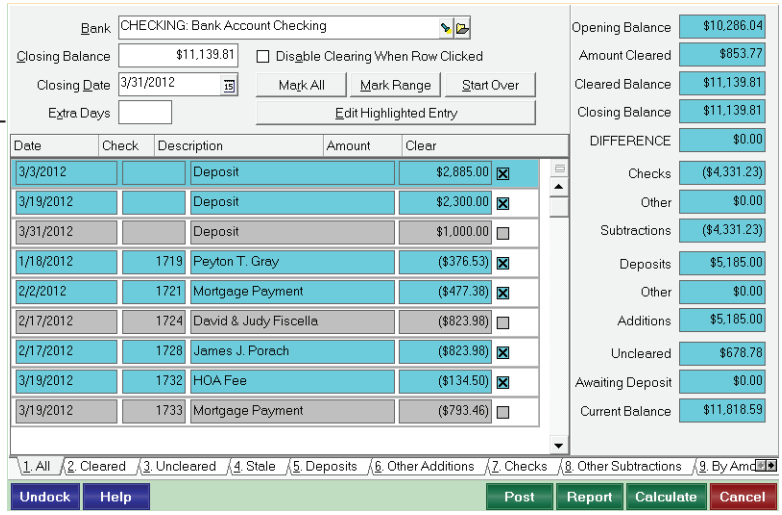
Reconcile Bank Account

Click on **Reconcile Bank Account** and choose the Checking bank account. All uncleared transactions (deposits, checks) for that bank account through the closing date are displayed. The process of reconciling to a bank statement involves clearing (marking) each item that appears on the bank statement.

The summary boxes on the right track the progress while the page tabs on the bottom let you focus on subsets of the uncleared transactions.

Each bank account should be reconciled soon after the bank statement arrives. This is one of the more important functions when it comes to maintaining good financial records.

This may look complicated but it is really easy to reconcile a bank statement. If you are interested in knowing more about reconciling right now, click the <Help> button in the lower left.



Items of Note

- Marking a range lets you mark as cleared a whole batch of check numbers. You can then unmark those that aren't on the bank statement. This really speeds up the reconciliation process.
- You can cancel at any time and all your work will be saved so you can continue on from where you stopped at a later date.
- Working with deposits only or checks only can be done using the tabs.
- Printing the reconciliation report prior to posting gives you a record that you have successfully reconciled that bank statement.

Click the **Checks** page tab to view the uncleared checks in check number sequence.

Click <Cancel> to exit.

Adjust Bank Account

Click on Adjust Bank Account.

Items of Note

- This function is used to record interest earned and record bank service charges.
- It can also be used to record owner and property opening balances.

Click <Cancel> to exit.

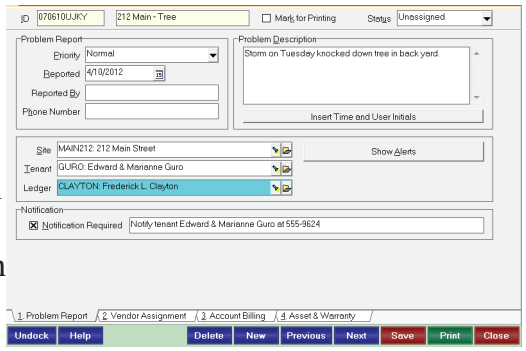
Journal Voucher / Journal Transfer

These are used when transactions need to be posted that don't have any other way of being recorded. Journal vouchers are for transactions that affect one ledger while journal transfers are when more than one ledger is affected.

MAINTENANCE

Click on **Maintenance** from the Main Navigation Menu. The maintenance module consists of the **Work Order** function, **Work Order History** and **Asset Management** functions.

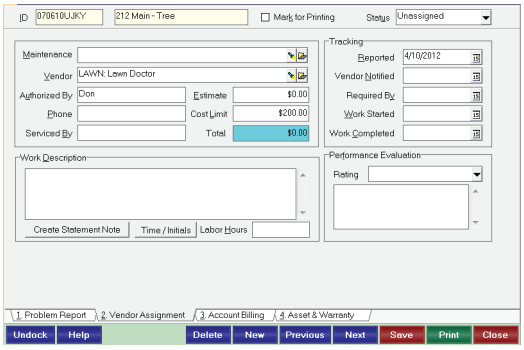
Work Orders



Click on Work Order History. Highlight one of the work orders, click <Edit>.

Items of Note

- The work order function can track a reported problem through the entire cycle and be turned into an invoice here or from the Invoicing function. A work order can be printed and sent to the vendor, owner, tenant or produce a file copy. Tenant and Owner invoices can be printed.
- When you select the site (unit) any work order alerts will display. For example, you can be reminded that this is a Home Warranty or there are Preferred Vendors for the unit.
- Work orders can be edited and printed from **Work Order History**.
- The unit profile has a speedbutton to view Site Repair History
- The work description information can be turned into a note appended to the owner statement.
- Work Order History has tabs to view five different categories of invoice statuses.



Click on **Status** to see the various stages a work order can go through.

Click on the **Vendor Assignment** tab. Notice the **Tracking Dates** on the right and the **Evaluation** and **Rating** below that. The Work Description details what work was done. The Work Description can be appended to the next owner statement with a single click.

Click on the **Account Billing** tab. You can enter multiple line items for the work that was performed.

There are a number of work order reports that can be printed based on work order status. Click on the Work Order reports button. Click the drop down for report name to see the variety of available reports.

REPORTS

Reports

There are a number of reports that can be printed while you are in a processing function. For example, in Scheduled Receivables you can print a list of rent charges, late fees, management fees; in Payables you can print reports prior to paying invoices, recurring and distribution checks; in General Ledger you can print the deposit slip list prior to posting and print bank reconciliation reports.

The **Reports** module breaks down reports by Owner, Property, Tenant, Unit, Vendor, Management Group, General Ledger, Bank, Event Reminder and Miscellaneous. Many reports offer multiple sort sequences and the ability to restrict/limit to a subset of the database.

Click on **Reports** from the Main Navigation Menu. After selecting the function and the report name you have the ability to set parameters to produce the report content you want.

Click on **Tenant Reports**. Select the Tenant Balances report. Click on "Run Highlighted Report". Click <Preview>.

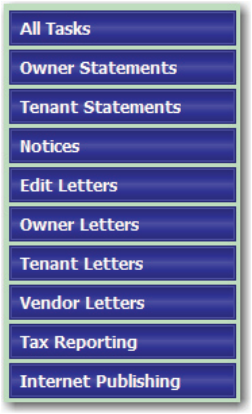
From the **Print Report** screen mark the Preview on Screen radio button and click <OK>. The report will display on the screen.

Close out of the report by clicking the <Close> button.

Items of Note

- Reports can be created for the entire set for any date range.
- Content can be limited by setting parameters
- Reports can be modified and saved permanently or just for the particular run.
- output can be reviewed on the screen prior to printing or published as a pdf.

Mailings



Mailings includes owner and tenant statement - both printed and published; notices; letters to owners, tenants, vendors - either printed or mail-merged into Word or Open Office; and tax reporting - 1099s and TIN matching.

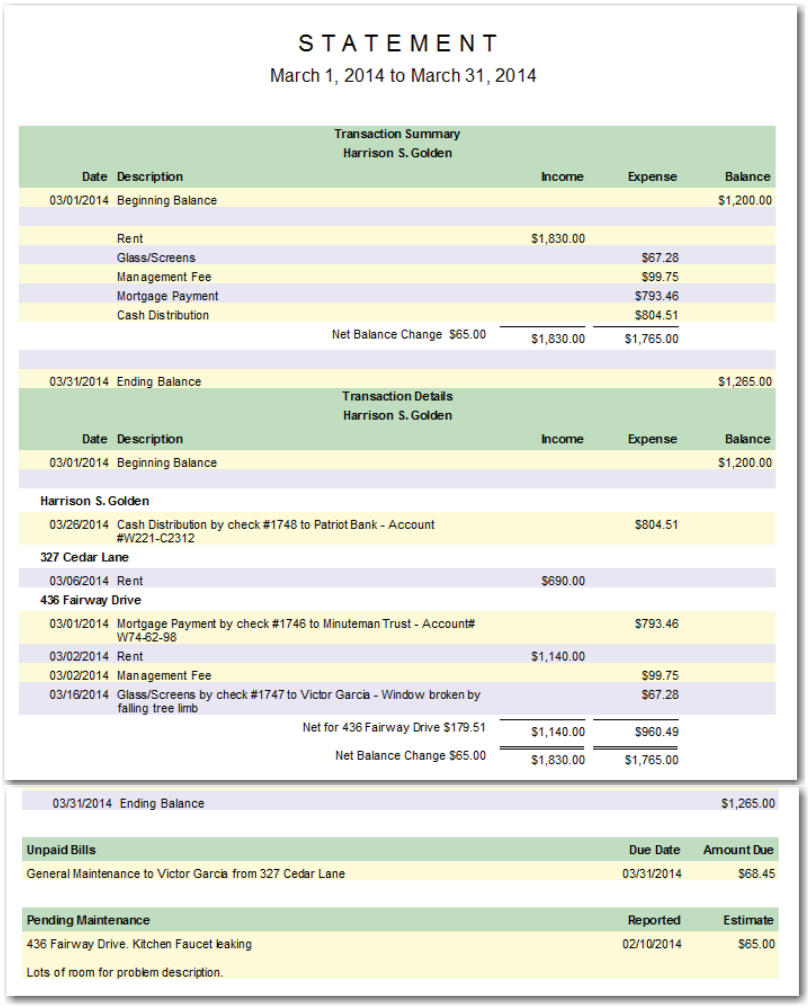
Owner Statements - the statement style the owenr gest is set in each owner's profile. Thus each owner can be setup for a statement style that best suits their needs. The choices on waht can be included in a statement are extensive. You can decide what is best for any owner - right down to the names of the column headings - Income, Expense / Receipts, Disbursements / Debit, Credit - whatever the owner is comfortable with. In addition, you can include a reminder when the owner needs to send you funds; list unpaid invoices and in-progress work orders; show what security deposits are being held or when leases are due to expire. Personalized notes can be appended and general comments can be made part of all statements. Every statement is formatted to look professional.

Internet Publishing - A partnership with HeroPM allows publishing owner statements, documents, and activity via PROMAS Central to the internet and allows owners to view their property transactions through a secure internet connection. Printed and published statements have the same format.

Letters (such as Delinquent Notices, Lease Renewals) can be predefined and include the ability to insert profile specific information (balance due, lease expiration date, unit address, salutations, etc.) into the letter body. Letters can also be used to create a merge file for a mail-merge with Microsoft Word or Open Office or LandlordSource.

Click on **Mailings** from the Main Navigation Menu. Click on **Owner Statements**.
Change the statement dates to the first day of last month through today.
Click <Preview>.
Click the <Close> button.

Sample Multi-unit owner statement.



STATEMENT

March 1, 2014 to March 31, 2014

Transaction Summary
Harrison S. Golden

Date	Description	Income	Expense	Balance
03/01/2014	Beginning Balance			$1,200.00
	Rent	$1,830.00		
	Glass/Screens		$67.28	
	Management Fee		$99.75	
	Mortgage Payment		$793.46	
	Cash Distribution		$804.51	
	Net Balance Change $65.00	$1,830.00	$1,765.00	
03/31/2014	Ending Balance			$1,265.00

Transaction Details
Harrison S. Golden

Date	Description	Income	Expense	Balance
03/01/2014	Beginning Balance			$1,200.00
Harrison S. Golden				
03/26/2014	Cash Distribution by check #1748 to Patriot Bank - Account #W221-C2312		$804.51	
327 Cedar Lane				
03/06/2014	Rent	$690.00		
436 Fairway Drive				
03/01/2014	Mortgage Payment by check #1746 to Minuteman Trust - Account# W74-62-98		$793.46	
03/02/2014	Rent	$1,140.00		
03/02/2014	Management Fee		$99.75	
03/16/2014	Glass/Screens by check #1747 to Victor Garcia - Window broken by falling tree limb		$67.28	
	Net for 436 Fairway Drive $179.51	$1,140.00	$960.49	
	Net Balance Change $65.00	$1,830.00	$1,765.00	
03/31/2014	Ending Balance			$1,265.00

Unpaid Bills	Due Date	Amount Due
General Maintenance to Victor Garcia from 327 Cedar Lane	03/31/2014	$68.45

Pending Maintenance	Reported	Estimate
436 Fairway Drive. Kitchen Faucet leaking	02/10/2014	$65.00
Lots of room for problem description.		

Sample Single-unit owner statement.

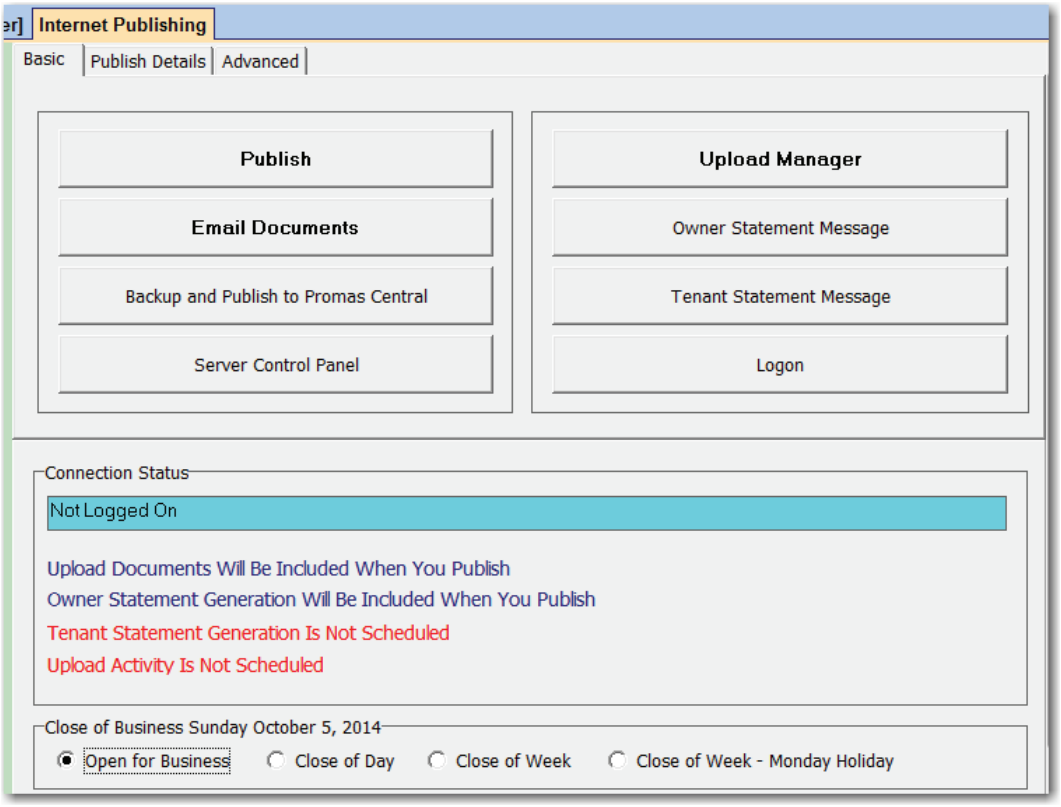
STATEMENT of ACCOUNT

Donald S. Schenk

May 31, 2012

Date	Detail	Income	Expense	Balance
5/1/2012	Beginning Balance			$600.00
5/1/2012	Mortgage Payment by check #1734 to Patriot National - Account S234-64-3AC21		$477.38	
5/2/2012	Rent	$980.00		
5/2/2012	Management Fee		$98.00	
5/21/2012	Cash Distribution by check #1743 to Donald S. Schenk		$404.62	
	Net Balance Change $0.00	$980.00	$980.00	
5/31/2012	Ending Balance			$600.00

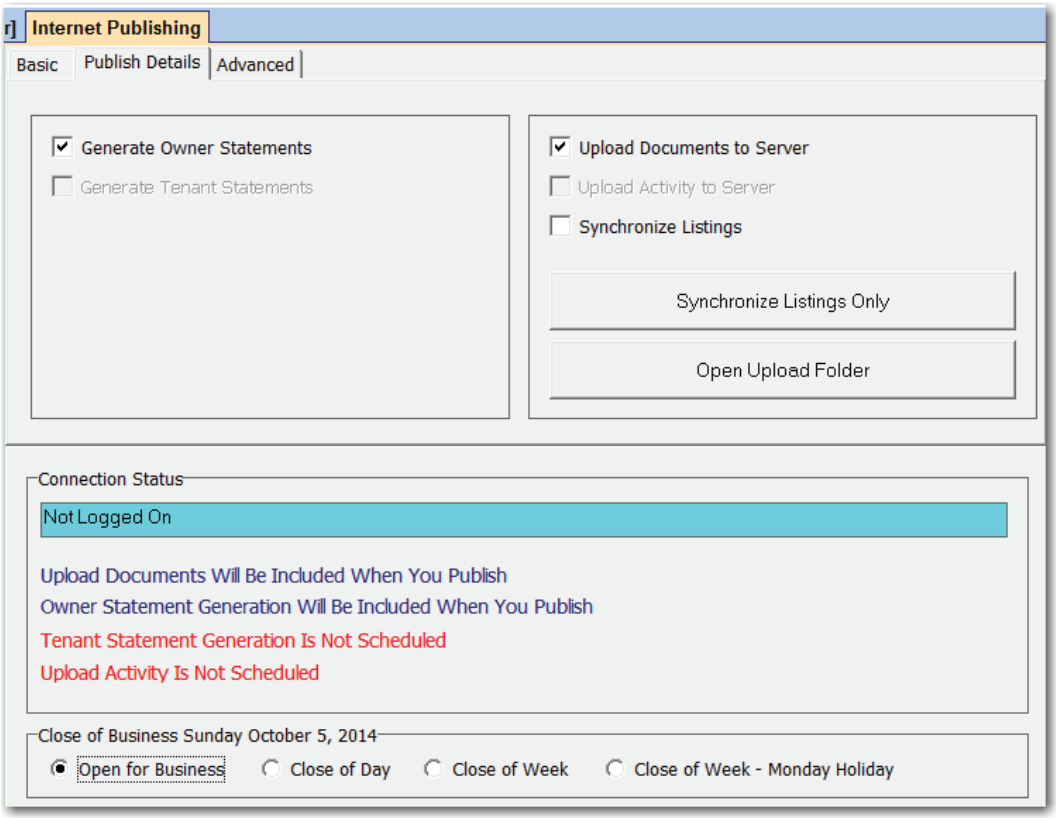
Internet Publishing / PROMAS Central

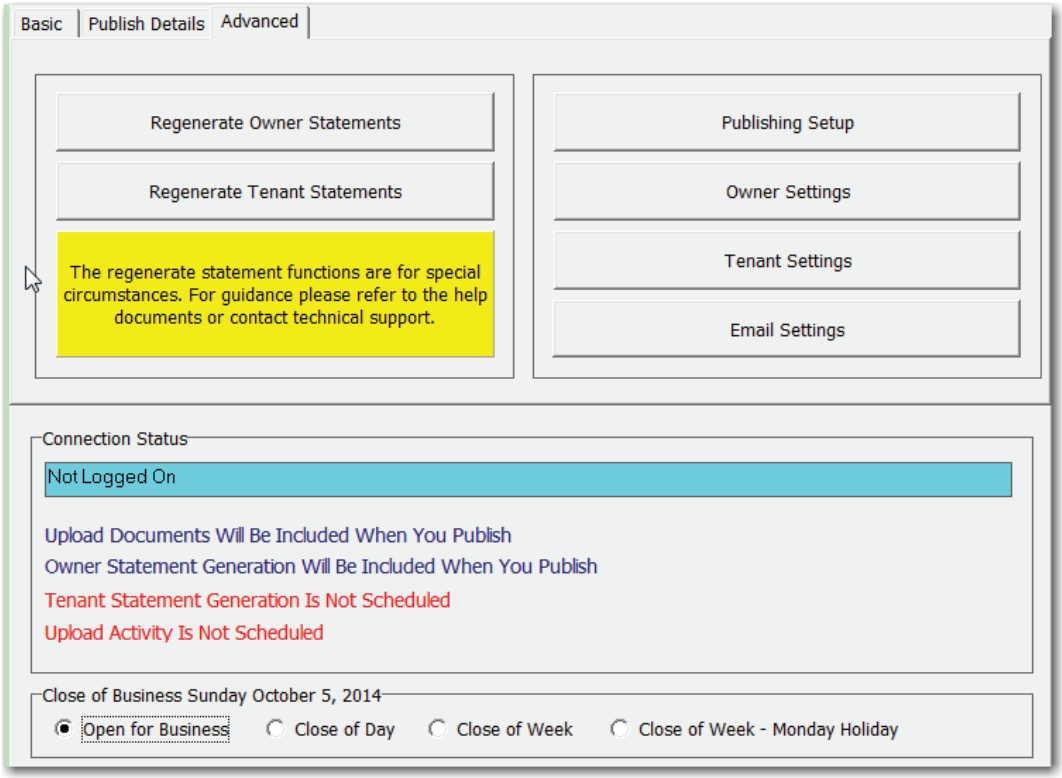


The Internet Publishing function in PROMAS allows you to upload activity, statements and documents to PROMAS Central. PROMAS Central is a web portal for owners, tenants and vendors. They can log in through a secure internet connection and see their information. PROMAS Central is a subscription service offered through a partnership with Hero PM.

Through Internet Publishing you can also email statements and documents to owners, tenants and vendors without uploading or subscribing to PROMAS Central.

For more information about how Internet Publishing works, please visit our website, click on Support, then on Webinars. Toward the bottom are several webinars on PROMAS Central and Internet Publishing.


r] Internet Publishing
Basic
Publish Details
Advanced
Generate Owner Statements
Generate Tenant Statements
Upload Documents to Server
Upload Activity to Server
Synchronize Listings
Synchronize Listings Only
Open Upload Folder
Connection Status
Not Logged On
Upload Documents Will Be Included When You Publish
Owner Statement Generation Will Be Included When You Publish
Tenant Statement Generation Is Not Scheduled
Upload Activity Is Not Scheduled
Close of Business Sunday October 5, 2014
Open for Business
Close of Day
Close of Week
Close of Week - Monday Holiday


Basic
Publish Details
Advanced
Regenerate Owner Statements
Regenerate Tenant Statements
The regenerate statement functions are for special circumstances. For guidance please refer to the help documents or contact technical support.
Publishing Setup
Owner Settings
Tenant Settings
Email Settings
Connection Status
Not Logged On
Upload Documents Will Be Included When You Publish
Owner Statement Generation Will Be Included When You Publish
Tenant Statement Generation Is Not Scheduled
Upload Activity Is Not Scheduled
Close of Business Sunday October 5, 2014
Open for Business
Close of Day
Close of Week
Close of Week - Monday Holiday

Summary

There is much more to **PROMAS - The Professional Landlord** than we had time to show you in this **Getting Acquainted** session. We encourage you to experiment with the other functions and explore in more detail the ones we covered. You can't hurt anything, so try it out.

We hope that you have seen enough to convince you that **The Professional Landlord** has all the functions and features you need and that the benefits of using our software are significant.

This demonstration software is not copy protected nor does it expire. You may install it on as many machines as you like. You may give it to others to review. Copying any part of this manual is OK. If you have any questions please call us at 800-397-1499. Don't hesitate to give this demo to anyone else who may have an interest.

Other Documents

Several other documents are on our website (www.promas.com) or on the demo CD as PDF files. They are also available from the website. They include the following:

- Webinars - click on the Support tab on the website
- Credit Card Authorization Form (or use the Links drop-down in PROMAS)
- Information about ordering checks (or use the Links drop-down in PROMAS)
- User Manual (www.promas.com/pdf/Rental Manual.pdf)

We appreciate you taking the time to review our **PROMAS - The Professional Landlord** product. If there is anything you need that you didn't find please call us.

PROMAS - in the Cloud

PROMAS can be licensed and run on-premises on a stand-alone computer, an in-house network, or in the cloud using our provider and a remote desktop connection. It can also be leased and run in the cloud using a remote desktop connection.

Available Platforms

- ◇ Licensed and run on premises or in the cloud using our cloud provider.
- ◇ Leased and run in the cloud using our cloud provider and a remote app.

Registering

The System Security database is used to set up the User registration license consisting of the protected Company name that prints on all reports, the unit limit, and which optional features (Network, Commercial, Maintenance, Internet Publishing, Tax Collection, Check Reader) are enabled. After registration the database is used to establish user security authorization parameters that dictate access rights to selected modules and functions.

Access to the System Security database requires a password. The initial password is provided by Customer Support (800-397-1499) when you register the software. At that time (and from then on) you can, at your discretion, change the System Security password.

Getting Started

On-line Help, Contents has a section called Startup. It can guide you through the steps necessary to begin using the Professional Landlord. To access it, go into the program, click on Help, Contents, and Startup. Then select File, Print Topic to print the entire section on getting started.

Prior to registering you can use the Practice Demonstration database to enter some of your data. Your data will be recorded in a directory distinct from the Rental Demonstration database. Upon registering, that can be turned into your working database.

The sequence of steps to become operational is as follows:

Registering - calling customer support at 800-397-1499 to register. *You can enter up to ten units in the Practice database prior to registering*.

Setup - Entering profiles and tables in Setup that dictate default entries and processing rules for the system.

Enter profile data - putting the information in about your owners, propeties, units and tenants

Initialize accounts - establishing starting balances for owners, tenants and bank accounts

While entering data you can get context sensitive help on any field by pressing the <F1> key.

If you try to save a profile without filling in a required field, a warning screen will display with the message *Value must be entered*. When you click on the OK button the cursor will be in the field that needs an entry.

Note: If you run into any problems during the startup phase of using **PROMAS - The Professional Landlord** call the customer support help desk at 800-397-1499.